

Job Title Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally request an adjustment to my job title from [Current Job Title] to [Proposed Job Title].

Over the past [duration] in my role, I have taken on additional responsibilities that align more with the proposed title and have contributed to our team's success in the following ways:

- [Specific Achievement 1]
- [Specific Achievement 2]
- [Specific Achievement 3]

I believe that the new title would more accurately reflect my contributions and the scope of my work.

Thank you for considering my request. I would appreciate the opportunity to discuss this matter with you at your earliest convenience.

Sincerely,

[Your Name]