

Employment Agreement Adjustment Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my current employment agreement dated [insert original agreement date].

Due to [briefly describe reason for inquiry, e.g., changes in job responsibilities, market salary adjustments, personal circumstances], I believe it would be appropriate to review and potentially adjust some of the terms outlined in my agreement.

I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know if you are available for a meeting to talk about my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]