

# Compensation Adjustment Request

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current compensation due to the additional responsibilities I have taken on in my role as [Your Job Title].

Since [mention the date or duration], I have undertaken several new tasks, including [list additional responsibilities]. These added duties have not only expanded my workload but have also contributed to [mention the impact these responsibilities have had on the team or company].

Given these changes and my ongoing dedication to delivering quality work, I believe a compensation adjustment is warranted. I am confident that with my continued contributions, I can further support our team's objectives.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]