

Salary Adjustment Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a salary adjustment in light of the positive performance feedback I have recently received.

Over the past [duration], I have consistently strived to contribute to our team's success, taking on additional responsibilities and exceeding performance expectations, as highlighted in my recent performance review. I am proud of the results we have achieved, including [specific examples of achievements or contributions].

In recognition of my contributions and the positive feedback, I would like to discuss the possibility of a salary adjustment that reflects my performance and commitment to our team and goals.

Thank you for considering my request. I am looking forward to discussing this matter further.

Sincerely,

[Your Name]