

Salary Negotiation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my current role and the additional responsibilities I have taken on in recent months. As you know, I have been actively involved in [list specific tasks or projects], which has expanded my contributions to the team and the company.

Given these additional responsibilities, I would like to request a review of my current salary to better reflect my expanded role and the value I bring to the organization. I believe that an adjustment would be fair considering the increased workload and my continued commitment to achieving our goals.

I would appreciate the opportunity to discuss this further and explore how we can align my compensation with my contributions. Thank you for your consideration.

Sincerely,

[Your Name]