

Salary Negotiation Request

Date: [Insert Date]

To,

[Manager's Name]

[Manager's Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my upcoming internal transfer to the [New Position] role within [Department] effective [Start Date]. I am excited about the opportunity to contribute in a new capacity and continue to add value to our team.

Given my experience and the responsibilities associated with the new position, I would like to discuss the terms of my compensation. Based on my research and industry standards, I believe an adjustment in salary is warranted to reflect the additional responsibilities and the impact I aim to bring to the team.

I would appreciate the opportunity to discuss this matter further at your convenience. Thank you for considering my request. I look forward to your response.

Best regards,

[Your Name]

[Your Current Position]

[Your Contact Information]