

Salary Negotiation Letter

Dear [Manager's Name],

I hope this message finds you well. As we approach my performance review scheduled for [Date], I would like to take this opportunity to discuss my current salary in relation to my contributions and achievements over the past year.

Over the last year, I have successfully [mention specific achievements, projects, or contributions]. These results not only demonstrate my commitment to the team but also my dedication to the company's goals.

Considering the industry standards and the value I bring to [Company Name], I would like to discuss a salary adjustment that reflects my contributions and market benchmarks. I believe that an increase of [specific percentage or amount] would be a fair reflection of my performance and the current market rate for my role.

I am looking forward to our discussion and am confident we can come to a mutually beneficial agreement. Thank you for considering my request.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]