

Salary Adjustment Proposal

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Proposal for Salary Adjustment

Dear [Manager's Name],

I hope this message finds you well. I would like to take this opportunity to formally propose a salary adjustment following my recent promotion to the position of [New Position] effective [Promotion Date].

During my time in this role, I have successfully [briefly list achievements, contributions, or responsibilities that justify your proposal]. I believe that these contributions have not only supported our team's goals but have also enhanced the overall productivity of the department.

In line with my new responsibilities and considering the market standards for this position, I am requesting a salary adjustment to reflect my new role. Based on my research, the average salary for a [New Position] in our industry ranges from [Insert Salary Range]. I would greatly appreciate your consideration of my request for a salary adjustment to [Proposed Salary].

I am confident that this adjustment will align my compensation more closely with the contributions I am making to the company in my new role. I am happy to discuss this further and look forward to your feedback.

Thank you for considering my proposal.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]