

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Subject: Salary Negotiation for Additional Responsibilities

Dear [Manager's Name],

I hope this message finds you well. I am writing to discuss my role and the additional responsibilities I have taken on over the past few months, including [briefly list additional responsibilities].

As I have adjusted to these new tasks and contributed to [mention any relevant achievements or contributions], I believe it would be appropriate to reassess my salary to reflect my increased workload and the value I bring to the team.

I would appreciate the opportunity to discuss this in further detail and explore how we can align my compensation with my new responsibilities. Please let me know a convenient time for us to meet.

Thank you for considering my request. I look forward to your response.

Sincerely,

[Your Name]