

Salary Negotiation for Internal Transfer

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company Name]

[Department]

[Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally discuss my upcoming internal transfer to the [New Position] role within the [New Department] team. I am excited about the opportunity and the contributions I can make in this new position.

As part of this transition, I would like to discuss my compensation. Given my [mention relevant experience, skills, or accomplishments], I believe that an adjustment in my salary is merited to reflect both my value to the company and the responsibilities of the new role.

I appreciate the investment the company has made in my development and am hopeful that we can reach an agreement that reflects my contributions and dedication.

Thank you for considering my request. I look forward to discussing this matter further.

Sincerely,

[Your Name]