

Salary Negotiation Letter for Promotion

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Manager's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally discuss the possibility of a promotion to [Desired Position] and the corresponding salary adjustment.

Over the past [duration], I have contributed to [specific projects or responsibilities], which have significantly impacted our team's success and the company's objectives. My role has expanded to include [additional responsibilities], and I believe my contributions warrant a discussion about my current compensation.

Based on my research and industry standards, I believe a salary adjustment to [proposed salary] would be appropriate for my new role. I am eager to continue contributing to [Company Name] and taking on more challenges.

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

Sincerely,

[Your Name]