

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

[Date]
[Recipient's Name]
[Title]
[Department/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Job Evaluation

I hope this letter finds you well. I am writing to formally request a job evaluation for my current position as [Your Job Title] in the [Department/Unit] at [Organization Name].

Since my employment began on [Start Date], I have taken on additional responsibilities, including [briefly list any new responsibilities or projects]. I believe that a reevaluation of my role and contributions will provide clarity on my current job classification and compensation. In my time at [Organization Name], I have successfully [describe any significant achievements or metrics that demonstrate your impact]. I am keen to discuss how my role has evolved and how it aligns with the expectations and standards outlined in [mention any relevant job descriptions or policies].

I would greatly appreciate the opportunity to meet with you to discuss this matter further. Please let me know a convenient time for you to schedule this discussion. Thank you for considering my request.

Sincerely,

[Your Name]
[Your Job Title]
[Department/Unit]
[Organization Name]