

Subject: Request for Salary Review

[Your Name]

[Your Job Title]

[Department]

[Date]

[Manager's Name]

[Manager's Job Title]

[Company Name]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary.

****1. Introduction****

- Briefly state your position and duration at the company.
- Mention your enthusiasm for your role and the organization.

****2. Contributions and Achievements****

- List key accomplishments, projects, or contributions that have positively impacted the team or company.
- Include any additional responsibilities you have taken on since your last salary review.

****3. Market Comparison****

- Reference industry standards or salary benchmarks for your position.
- Mention any relevant data or research that supports your request.

****4. Request****

- Clearly state your request for a salary review and any specific figures or percentage increases you are considering.
- Suggest a timeframe for follow-up discussions.

****5. Conclusion****

- Thank your manager for considering your request.
- Express your willingness to discuss this matter further at their convenience.

Best regards,

[Your Name]

[Your Contact Information]