

[Employee Name]
[Employee Address]
[City, State ZIP Code]
[Date][Employer Name]
[Company Name]
[Company Address]
[City, State ZIP Code]

RE: REQUEST FOR SALARY REVIEW

Dear [Employer Name],

This is to formally request a review of my current salary at [Company Name]. I have been with the company for [Number of years/months] and have been fully dedicated to my role, consistently contributing to the company's success. As you are aware, my role has evolved since I joined [Company Name], and I have taken on additional responsibilities and successfully completed [List of notable achievements or projects] that have had a positive impact on the company's performance. I have also kept myself updated with industry trends and gained valuable skills that benefit the company. Given my increased responsibilities, skills, and experience, I believe that my current salary does not fully reflect my contributions and the market value for my role. Therefore, I kindly request a comprehensive review of my salary to ensure that it aligns with my performance, experience, and current market standards. I am committed to the success of [Company Name], and I would appreciate your consideration in providing a fair and competitive salary that reflects my contributions to the company. I am open to discussing this matter further and providing any additional information if required.

I want to express my gratitude for the opportunities for professional growth and development that I have been provided at [Company Name]. I am looking forward to your positive response to my request and continuing to contribute to the company's success.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Department/Position]
[Employee ID/Employee Code]