

[Add Your Name here]

[Add Your Job Title here]

[Add Your Department here]

[Date]

Hi [Manager's Name],

I hope this message finds you well. I am writing to formally request a review of my current salary. Over the past [duration, e.g., year], I have taken on additional responsibilities and contributed significantly to our team's success.

Contributions and Achievements: During my time in this role, I have:

1. **Increased Productivity:** [Briefly describe how you've improved efficiency or productivity.]
2. **Achieved Targets:** [Mention any specific targets you have met or exceeded.]
3. **Developed Skills:** [Highlight any new skills or certifications you have acquired.]
4. **Team Collaboration:** [Discuss any initiatives you led or participated in that

benefited the team.]

[Highlight some major milestone/ success if any]

Market Comparison: I have researched current market trends for my current role and salary benchmarks for my position within our industry. Based on this information, I believe that an adjustment to my salary would be appropriate to reflect my contributions and align with market standards.

I would appreciate the opportunity to discuss this matter further. Please let me know a convenient time for us to meet.

Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]

[Your Contact Information]