

HR Salary Increase Request

Subject: Request for Salary Adjustment

Dear [HR Manager's Name],

I am writing to formally request a salary adjustment based on my performance and market benchmarks. Over the past [duration], I have [list measurable achievements or projects], which have contributed significantly to [team/company goals].

I have attached a summary of my accomplishments and relevant salary data for your review. I would appreciate any feedback or next steps in processing this request.

Sincerely,

[Your Name]

[Position]

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