

Letter Format for Salary Adjustment After Job Title Change

Below is a professional template for requesting or notifying about a salary adjustment following a job title change. This can be customized as needed to suit the specific context:

Date: [Insert Date]
To,
[Manager's Name]
[Manager's Designation]
[Company Name]
[Company Address]

Subject: Request for Salary Adjustment Following Change in Job Title

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally acknowledge the recent change to my job title from [Current/Previous Job Title] to [New Job Title], effective [Effective Date].

I appreciate the confidence and trust placed in me with this new responsibility. With the expanded scope and additional duties associated with this new role, I would like to discuss a corresponding adjustment to my current salary to fairly reflect these changes.

As per our company's policies and standard industry practices, job title changes that involve increased responsibilities typically warrant a review of compensation to ensure alignment with the new role's demands. I kindly request to initiate a review of my salary in line with my new responsibilities.

I look forward to your positive consideration of my request and am available to discuss this matter further at your earliest convenience.

Thank you very much for your attention and support.

Sincerely,
[Your Name]
[Current Job Title]
[Department]
[Contact Information]

Note: Replace the bracketed sections with relevant details. This template ensures a clear, polite, and assertive communication channel between employees and management during the salary adjustment process after a job title change.