

Date: \_\_\_\_\_

To:

\_\_\_\_\_  
(Manager/Supervisor Name)

\_\_\_\_\_  
(Department/Company Name)

\_\_\_\_\_  
(Address, if applicable)

Subject: Compensation Reassessment Request Letter

Dear \_\_\_\_\_,

I am writing to formally request a reassessment of my current compensation. I believe a review is appropriate at this time based on the following reasons:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

I value my role at \_\_\_\_\_ and the opportunities provided. I respectfully request a meeting to discuss this further at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

\_\_\_\_\_  
(Your Name)  
(Your Position)