Salary Negotiation Sample

Wendy Martinez
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Redwood City, CA 94025
wendymartinez@gmail.com
650-123-4567
8/21/24

Mai Baus
Director of Marketing
Philz Coffee
2116 Broadway, Redwood City, CA 94063

Dear Mai,

I hope this message finds you well. I am writing to discuss the possibility of adjusting my current salary to better reflect my contributions and performance over the past year.

During my time at Philz, I have taken on additional responsibilities and consistently delivered results that exceed expectations. Notably, I successfully launched the "Philz Summer Campaign," which led to a 25% increase in online sales and a 15% growth in our social media following.

Based on my performance and industry standards, I believe that a salary adjustment to $85,000 would be appropriate. I would be happy to discuss this in more detail and provide any additional information needed.

Thank you for considering my request. I look forward to discussing this further at your convenience.

Sincerely,
Wendy Martinez