

Dear Sir

Subject : Request for Salary review.

I am writing to formally request a review of my current compensation. I achieved my target during 2024-25 106 %. I completed all activities and implemented all strategy during my field work to achieve my target. This year till date my performance is very good and my achievement is 104 %.

I believe these contributions have added meaningful value to the team and our department. Given this, I would like to kindly request a discussion regarding a potential adjustment to my salary to reflect my current role and responsibilities.

Thank you for considering my request, and I appreciate your continued support.

Regards
Manish Nirmal
Sales Representative
ABC PVT LTD
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