

# Assignment of Soft Skill

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## Module 1 Effective Communication

### Q.3 Asking for a Raise in Salary

**Subject:** Request to Discuss Compensation

Dear [Manager's Name],

I hope you are well.

I am writing to formally request a meeting to discuss my current compensation. Over the past [length of time you've been in the role, e.g., *two years*], I have enjoyed contributing to [Company/Team Name] and taking on additional responsibilities, including [mention a few specific achievements, projects, or ways you've added value—*successfully leading the [project name], improving [process or metric], supporting [team or client]*].

Given my contributions and the growth in my role, I would appreciate the opportunity to discuss an adjustment to my salary that reflects my performance and ongoing commitment to the team's success.

Please let me know a convenient time when we could meet to have this conversation. Thank you very much for your consideration. I look forward to continuing to contribute to [Company/Team Name].

Best regards,

[Your Full Name]

[Your Position]

[Your Contact Information, if needed]