

[Date]

[Recipient Name]  
Senior Vice President of Human Resources  
[Company Name]  
[Company Address]

Dear [Recipient Name],

Subject: Compensation Adjustment Proposal for [Employee Name/Department]

Following a comprehensive review of current market data and internal performance benchmarks, I am submitting this formal proposal for a compensation adjustment regarding [Employee Name/Job Title].

This recommendation is based on the following key factors:

- Significant contributions to [Project/Goal Name].
- Alignment with industry standards for the [Region/Sector] market.
- Expanded scope of responsibilities including [List Responsibilities].

The proposed adjustment is as follows:

- Current Base Salary: \$[Amount]
- Proposed Base Salary: \$[Amount]
- Variable Compensation/Bonus Target: [Percentage/Amount]
- Effective Date: [Date]

I have attached the detailed performance metrics and market analysis reports for your review. I look forward to your approval and am available to discuss this further at your convenience.

Sincerely,

[Your Name]  
[Your Title]  
[Your Department]