Salary negotiation template

Regardless of whether you choose to send a letter or an email, your salary negotiation request should contain the same information. It doesn’t have to be a long essay, as ideally you will do most of the negotiating in a face to face meeting — that is the purpose of this communication, not to get a salary increase but to set up a meeting. All you have to include is the following information:

* You would like to set up a meeting
* In this meeting, you wish to review your salary
* The reason for reviewing your salary
* Why you think you should be entitled to a salary increase

In application, this will look something like the following salary negotiation email/letter sample:

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| Dear [Manager]  I would like to set up a meeting with you and [HR] to review my salary. While I enjoy working for [business name] and am looking forward to my future here, I would appreciate the opportunity to discuss my salary in light of [the higher rate of pay elsewhere/the rate of pay inside this business/the extra workload I have been given etc].  I’d like to think that I’m a valuable part of the team here at [business name] and so would be thankful for a chance to speak openly about this together. Please let me know when you are free for us to talk.  Regards  [Name] |