



FearlessSalaryNegotiation.com

Email Templates To Ask For A Raise



These email templates will help you navigate the tricky world of salary negotiation like a pro.

Make sure to edit the templates to reflect your situation before you send them!

To learn more about salary negotiation, job interviews, raises and promotions, visit the *Fearless Salary Negotiation* website:

FearlessSalaryNegotiation.com

Josh Doody



The Templates

1. Ask to discuss compensation in your next 1-on-1
2. Schedule a one-off meeting to talk about compensation
3. Ask for a raise
4. Follow up on your raise request
5. Ask for a specific action plan to get a raise

Ask to discuss compensation in your next 1-on-1

Use when you have a regular 1-on-1
with your manager.



To: [Your manager]

Subject: A topic for our next 1-on-1

Hi [Manager name]

Do you mind if we use a few minutes of our next 1-on-1 to talk about my compensation? It won't take long, and I just wanted to see if we can set aside a few minutes for that topic.

Talk to you soon!

[Your name]

Schedule a one-off meeting to talk about compensation

Use when you do not have a regular 1-on-1 with your manager.



To: [Your manager]

Subject: Are you available to meet next week?

Hi [Manager name]

Are you available for a short meeting next week to talk about my compensation? It won't take long, and I just wanted to see if we can set aside a few minutes some time soon.

Here are some days and times that seem good for both of us:

- [Weekday], [Date] at [Time]
- [Example] Tuesday, January 5 at 10:30 AM
- [Example] Wednesday, January 6 at 2:15 PM

Do any of those times work for you? If not, feel free to suggest some times that do work for you and I'll find one that works for me as well!

Thanks for your time!

[Your name]

Ask for a raise

This is the sample email you should send to your manager after your verbal discussion.



To: [Your manager]

Subject: [Your name] salary adjustment discussion—follow-up

Hi [Your manager's name]

Thanks for your time the other day. As we discussed, it has been [amount of time] since ["my last significant salary adjustment" OR "since I was hired"], and I would like to revisit my salary now that I'm contributing much more to the company. I've been researching salaries for [job title] in [industry] industry, and it looks like the mid-point is around [mid-point from your research]. So I would like to request a raise to [target salary].

I've been working very hard to find ways to contribute value to our company. Here are some of my accomplishments over the past several months:

- Activity → result
- Activity → result
- Activity → result
- Activity → result

And here is some feedback I've received from clients and co-workers over the past several months—their feedback speaks louder than anything I could say:

- Client or co-worker name—"Quote" or general feedback from an email or survey
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- Client or co-worker name—"Quote" or general feedback from an email or survey

I believe these accomplishments and feedback show that my work merits a higher salary, and [target salary] seems well aligned to the current market and with the additional value I am adding to our company since my current salary was set. I look forward to hearing what I can do to help make this happen.

Thanks again for your time and consideration!

All the best

[Your name]

Follow up on your raise request

Use to follow up once a week or so after you make your request.



To: [Your manager]

Subject: Re: [Your name] salary adjustment discussion—follow-up

Hi [Manager name]

Thanks again for taking the time to talk about my compensation. I just wanted to follow up to see if there's anything else I can provide to help the process along.

Do you need anything else from me?

If not, what are our next steps?

Thanks again for your time!

[Your name]

Ask for a specific action plan to get a raise

Use this template when your manager indicates “It’s just not a good time right now”.



To: [Your manager]

Subject: Re: [Your name] salary adjustment discussion—follow-up

Hi [Manager name]

Thanks again for taking the time to talk about my compensation.

I'm disappointed that we couldn't adjust my salary to [your target salary], but I understand that the timing isn't quite right, and I want to be ready when it's time to revisit our discussion.

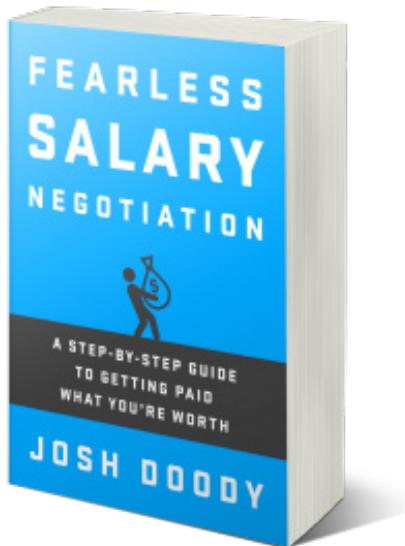
Can we please talk about what I need to do, specifically, to earn that raise? And can we talk about a timetable for when it might be feasible?

I would love to work with you to put together a clear action plan and timeline so we can continue this discussion and monitor my progress as I work toward my goal.

Thanks for working with me on this!

[Your name]

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“They came back with an almost \$25,000 per year raise, which was way more than I would have even imagined would have happened. So, the ROI of this book, in my life, is something like 428,000%.”

– Josh Thompson

Set your target salary, build your case, and get the raise you deserve with *Fearless Salary Negotiation*:

FearlessSalaryNegotiation.com/get-started