



FearlessSalaryNegotiation.com

Email Template To Request a Promotion



Here's your email template to ask for a promotion. Make sure to edit the template to reflect your situation before you send it.

Get video lessons, 6 more email templates, and worksheets so you know exactly what to say when you ask for the raise you deserve:

FearlessSalaryNegotiation.com/get-your-next-raise/

Josh Doody



Email template to ask for a promotion

1. Ask to for a promotion

Other templates included with Get your Next Raise

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

3. Schedule a one-off meeting to talk about compensation

4. Follow up on your raise request

5. Ask for a specific action plan to get a raise

6. Ask for a raise

7. Ask for a promotion with a raise

Ask for a promotion

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



To: [Your manager]

Subject: [Your name] promotion discussion—follow-up

Hi [Your manager's name]

Thanks for your time the other day. As I mentioned in our conversation, I would like to be considered for a promotion to [target job title].

I've been working very hard to prepare for this opportunity, and I think I am ready. 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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I believe the accomplishments and feedback above show that I am ready for this move to [target job title], and for greater responsibility and compensation. I look forward to hearing what else you need from me to help make this happen.

Thanks again for your time and consideration!

All the best

[Your name]

Finally get the raise you deserve

I wanted a raise, but didn't know where to start.

This course walked me through a simple process to prepare my case and ask for a raise. Each lesson had specific action items for me to make steady progress, and I got feedback on my work plus great answers to my questions every step of the way.

I needed a push and a process, and this course gave me both. I'm definitely recommending this course to my friends.

– John Li, Android Software Engineer

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