[](http://learn.FearlessSalaryNegotiation.com/courses/how-to-get-your-next-raise-or-promotion/?utm_medium=course+materials&utm_source=fearless+salary+negotiation&utm_campaign=course+materials&utm_content=how+to+get+your+next+raise+or+promotion+raise+template)**Email templates for your written case for a raise, promotion, or promotion with a raise**

**This is a companion worksheet for the Fearless Salary Negotiation course on “How to get your next raise or promotion”**

**Learn more about the “How to get your next raise or promotion” course:** [**learn.FearlessSalaryNegotiation.com/courses/how-to-get-your-next-raise-or-promotion**](http://learn.FearlessSalaryNegotiation.com/courses/how-to-get-your-next-raise-or-promotion/?utm_medium=course+materials&utm_source=fearless+salary+negotiation&utm_campaign=course+materials&utm_content=how+to+get+your+next+raise+or+promotion+raise+template)

**Learn more and get the book at** [**FearlessSalaryNegotiation.com**](http://FearlessSalaryNegotiation.com/?utm_medium=course+materials&utm_source=fearless+salary+negotiation&utm_campaign=course+materials&utm_content=how+to+get+your+next+raise+or+promotion+email+templates)

**How to use these templates**

**Instructions for using the three email templates included in this document**

You may be pursuing one of three different things: a raise, a promotion, or a promotion with a raise.

These are email templates for your written case in each of those situations. The “Raise” and “Promotion” templates are also include in the Raise worksheet and Promotion worksheet, and the “Promotion with a raise” template is only included here.

Modify the templates to reflect your current situation—your goal, specific request, accomplishments and accolades—and send your written request in email *after* you have presented your request to your manager in a 1-on-1 setting.

**Prepare your written case—Raise**

**This is the sample email you can use as a template for your written case for a raise.**

**To: [Your manager’s email address]**  
  
**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 documented in email or survey**
* **Client or co-worker name—“Quote” or general feedback documented in email or survey**
* **Client or co-worker name—“Quote” or general feedback documented in 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]**

**Prepare your written case—Promotion**

**This is the sample email you can use as a template for your written case for a promotion.**

**To: [Your manager’s email address]  
  
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 documented in email or survey**
* **Client or co-worker name—“Quote” or general feedback documented in email or survey**
* **Client or co-worker name—“Quote” or general feedback documented in email or survey**

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]**

**Prepare your written case—Promotion with a raise**

**This is the sample email you can use as a template for your written case for a promotion with a raise.**

**To: [Your manager’s email address]**  
  
**Subject: [Your name]** promotion and salary adjustment 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]** with a raise to **[target salary].**

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]**. I’ve been working very hard to find ways to prepare for the **[target job title]** role and contribute additional value to our company. Here are some of my accomplishments over the past several months:

* **Activity 🡪 result [qualitative for a promotion]**
* **Activity 🡪 result [qualitative for a promotion]**
* **Activity 🡪 result [qualitative for a promotion]**
* **Activity 🡪 result [quantitative for a raise]**
* **Activity 🡪 result [quantitative for a raise]**
* **Activity 🡪 result [quantitative for a raise]**

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 documented in email or survey**
* **Client or co-worker name—“Quote” or general feedback documented in email or survey**
* **Client or co-worker name—“Quote” or general feedback documented in email or survey**

[CONTINUED ON THE NEXT PAGE]

I believe these accomplishments and feedback show that my work merits a promotion to **[target job title]** and a salary increase to **[target salary]**, which 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]**