

HOW TO WRITE A WAGE INCREASE LETTER

How to write a salary increase request letter, who and when to ask for a raise, what to include, and sample letters and email messages asking for a raise.

This is true for both the people in charge of giving out raises and the people hoping to receive them. Putting together a case for why you deserve a raise will ensure your supervisor has plenty of time to review your points and bring the appeal to any senior personnel for approval. The letter can confirm the details of the discussion including why the employee is receiving a raise, how the manager perceives their work and recommendations for even better performance. For example: I look forward to speaking with you in more depth in our next monthly meeting, and am excited about the projects we have on the horizon. Your accomplishments This is the most important part of your salary increase letter because it clearly describes the additional, unanticipated value you have added to the company since your salary was last set. Offer to set up some time to talk about this in person or ask to talk about it in a standard one-on-one meeting with your boss. So this email gives you the opportunity to make your case in your own words to whoever needs to approve your request. Having just received a salary increase, the employee is receptive to suggestions for improvement. I am happy to work with you to accommodate this request and am open to negotiation. Sample Salary Increase Request Letter If you think the time is right, below is a sample salary increase request letter that can be used as a guideline when you write your own customized letter requesting a raise. Having these three details may increase your likelihood of getting a raise: Specific achievements and accomplishments. Instead, think of it as a highlight reel. And some companies will grant big raises for exceptional employees. Submitting a letter with your reasoning is better than surprising your boss with a request they may not be expecting or fully prepared to address. Sometimes your manager has full discretion over their compensation budget. Why to put your salary request in writing Most negotiation tips are created with a face-to-face interaction in mind—how to use effective body language, how to use active listening strategies, and how to frame your verbal request. Further, employees do not understand how much base salary, benefits, and variable compensation such as bonuses, cost the employer or how they support the company's pay philosophy. You can send an email to ask for a plan, or you could paraphrase ask verbally in your next 1-on-1 Include a few of your best recent accomplishments to highlight the value of your work. What's the best way to get an increase in your pay? Quantify your accomplishments and achievements whenever possible. A letter is also a record documenting the request should it be denied now but reconsidered in the future. Or you may need to do some light research to fill in the blanks. Negotiate a new job offer Assume that things are tough all around, but explain why your work stands out. Conclusion What to say when asking for a raise at work is a big topic. Some companies address employee compensation in small salary increments—a percent or two every now and then—rather than big jumps. No need to worry about forgetting what you want to say or stumbling over the words when you can write it all down. Making the request in writing helps ease any discomfort you or your boss might feel. This is your chance to let them know that others have noticed your great work in case they missed it. Here are a two ways to initiate a conversation to ask for a salary increase. I look forward to speaking with you soon. This conversation will be fluid, but it will help to start it off on the right path. The letter reinforces the discussion the manager held with the employee and emphasizes the employee's positive contributions to the workplace. Good luck! Asking for a raise is not only difficult, it can be dangerous if you say the wrong thing. Subject line This email is your written salary increase request, so you want everything to be as clear and obvious as possible.