There are 4 pages to this product. They are as follows:

Page 1. Instruction Page - this page.
Page 3. Employee Strengths Page. (additional performance data for your letter)

This product will serve as an excellent platform for you to demonstrate your particular job skills and strengths. It is a powerful strategy for requesting an immediate raise and/or improve your standing within your company in order to achieve a higher level of recognition, a better bonus or higher pay band.

Essentially, it is two letters in one. Recognizing this built-in, dual purpose is important. The first purpose is a method by which you request an immediate raise. If your goal is to get an immediate raise. Use the letter as it is written. Making some simple changes to areas clearly marked in red type.

The second purpose is for periodically updating your employer on positive developments that you have created. This will serve to reaffirm and strengthen your standing within the company. Using the letter for this purpose is also simple. Alter the opening statement to reflect your interest in updating your employer with some recent positive developments. Then change the closing statement that requests a “compensation increase”. The closing statement should then read something like this...Based on the above mentioned information, my hope and expectation is that I will be recognized for my considerable achievements. I am proud of the results I’ve generated and the momentum I’ve developed.

**Getting started:**

Fill in the areas set in red type. Alter the letter in any manner you see fit. Rewrite as much or as little as necessary. The altering/writing process will help to solidify your thoughts into more concrete examples of your abilities, and the achievements you have generated in your position.

The areas of type colored in red are designed as...

1. Type areas to alter with appropriate information.
2. Type areas of instruction.
3. Type areas to input a number such as a percentage shown - by 00% from previous month)
   
   Often employees will not know direct percentage numbers from their department. If that is the case delete the - by 00% from previous month. The line will still read true.

4. The final step is to print or email the letter and then deliver it.
Date: 00/00/00

To: (Employer Name)

Dear Name,

We have worked together for (number of months or years) now. During that time period I have contributed considerably to the company by improving aaaaaaaaaa, resulting in a more effective aaaaaaaaaaa department.

Below is a list of important projects (or clients) I have been involved with:
- Name of project or client
- Name of project or client
- Name of project or client
...continue list if possible

Listed below are some direct improvements in which I played an important role for the company.

Productivity Improvements
Improving Overall Quality of Projects
Improved Productivity Techniques
Improved Project Turnaround Times

Department Capacity Improvements
Increased Productivity Without Addition of Personnel

Professionalism/Attitude
Professional - Approachable and Helpful
Positive Influence on Coworkers, Demonstrates Enthusiasm
Excellent Listening Skills, Responsive to Suggestions/Strategies
Integrity/Trust

Through a broad range of ideas and strategies, I have continued to improve and advance a more productive and professional (Aaaaaallllllll) team environment. Customer loyalty has been strengthened by improving (Aaaaaallllllll) service excellence through each client experience. Business has continued to gain momentum and I have contributed much to this effort. Therefore, I believe I merit a compensation increase. Thank you for your attention to this matter. I look forward to your response.

Sincerely yours,

Sign Here

Your Name
Date: 00/00/00

To: (Employer Name)

Dear Name,

We have worked together for (number of months or years) now. I want to thank you for the opportunity and for the experience.

During that time period I have learned a great deal, taken on new challenges without hesitation and have proven to be a consistently dependable member of the team.

I have helped implement new methods of increasing productivity, resulting in a more effective working environment. I feel that I have contributed considerably to the company.

Below is a list of existing (clients or projects) I have helped with:

- Name of client or project...biggest client or project
- Name of client or project
- Name of client or project
- Name of client or project
- Name of client or project
...continue list - even if you have had limited involvement.

As well as new business (or projects) I have helped with:

- Name of client or project...biggest client or project
- Name of client or project
- Name of client or project
- Name of client or project
- Name of client or project
...continue list if possible

Through our team efforts, we have created numerous productivity increases and improved efficiencies. High priority areas of the business have continued to improve. I feel that I have contributed much to this improvement. Therefore, I believe I merit a compensation increase. Thank you for your attention to this matter. I look forward to your response.

Sincerely yours,

Sign Here

Your Name
Use as reference for additional performance data in your RaiseRequest Letter.

Productivity Improvements
Improving Overall Quality of Projects
Improved Productivity Techniques
Improved Project Turnaround Times
Improved Project Production Speed and Quality Without Additional Personnel
Improved Project Production Speed and Quality With Fewer Personnel

Department Improvements
Improved Department Appearance
Reduced Waste - by 00% from previous month

Department Knowledge
Advanced Knowledge of Department Systems and Needs
Proper Equipment Updates and Maintenance
Warranties Information Up to Date

Department Capacity Improvements
Increased Productivity Without Addition of Personnel or
Maintained Productivity with Fewer Personnel

Education Improvements
Training of Other Associates (Cross-Training Associates to Become an Efficient Team)
(team members capable of doing another’s job)
Attending Additional Schooling/Graduated
Received Certification (Special Training)

Professionalism/Attitude
Professional - Approachable and Helpful
Improved morale, team spirit, enthusiasm
Positive Influence on coworkers
Excellent Listening Skills
Responsive to Suggestions/Strategies
Integrity/Trust

General Company Knowledge
Knowledge of Company Goals and Department Goals
Knowing and Understanding Company Mission Statement
Strategies for a Successful Raise Meeting

Most likely you will be approached to set up a meeting regarding your raise request within a few weeks of delivering the letter to your boss.

Review the raise request letter several times before the meeting. Everything you needed to say has already been detailed in the letter. Know your accomplishments and be able to speak clearly about them.

Have the meeting at your work location. A common meeting room or office is best. Locations such as lunch areas, lobbies or restaurants bring with them too many unknown variables (e.g. bad food, interruptions, etc.)

Place a copy of the raise request letter in front of you. Use it to refer to your accomplishments during the meeting.

Bring a notepad and pen and take notes during the meeting.

Stay positive. Remain calm, positive and professional. In other words, talk less and mostly listen. It is entirely possible that a higher salary will be presented to you in the form of a new employment contract. You may want to take it home for consideration before simply agreeing to the terms.

Work through any challenges. One method an employer will use to manage the size of your raise is to call into question some aspects of your job performance. This is a classic negotiation tactic. Work through these challenges and respond by talking about your strengths with facts from the letter. Use examples of how you have helped to improve the company. Take any reasonable criticism as insight toward your future improvement. And guidance towards obtaining the higher income you seek. Listen attentively while continuing to write down suggestions. This will help to demonstrate your desire to improve yourself and the company. But continue to maintain support for your original request for a raise in the face of this downturn tactic.

Be careful to what you agree. Instead of a raise, you may be offered other perks, such as extra vacation time, flexible hours, or a nice dinner out on the company. Be very careful when considering these offers. Take time to weigh the options. Ask if you can respond to these offers later. Remember, more money in the bank is what you were originally looking for.

Keep your cool. During the meeting, do not get angry or upset, even if your initial talks do not immediately result in a raise. Getting a raise is a process. A series of discussions. Consider this the first step and keep moving forward.

If the raise is not forthcoming. Find out what it will take to get that raise. Ask to revisit the conversation next month, after you have had a chance to implement the suggestions that you were given during the meeting.

Follow Up. You may also summarize your discussion via email after the meeting.