

3 Tips On Using A Pay Raise/Salary Increase Letter or Email

I will admit that personally I don't like using letters or emails to ask for a meeting about getting a pay raise. I also rarely recommend that my coaching students use them either. That being said, sometimes you just have to use one. Here are the situations where you can use a pay raise/salary increase letter or email:

- If your boss is untouchable and you will never get to talk to them in person or on the phone.
- You turn into a nervous wreck when talking to your boss about matters like this (if that is the case you better find a way to get over it before the actual pay raise meeting!) If one of the two above scenarios fits your situation or you simply feel that you must use a letter or an email here are the 3 tips to know.

Tip Number 1 – Be Short, Sweet And To The Point. The letter should not be over 150 to 200 words. Don't ramble on in the letter about a bunch of off topic items. If your letter or email is short, sweet and to the point that is how your boss will expect the meeting to go. If your boss thinks that the meeting is going to be a long drawn out complaining, whining, or off topic meeting, they will not make time for the meeting. You want them to set the meeting.

Tip Number 2 – Peak Their Curiosity. Give them just enough information to get the idea that the meeting is about a pay raise without actually saying "I want a pay raise now!" This will give your boss enough information that this is a business meeting, but not enough information that they will feel they are going to battle over paying you more money. Tell them that you would like to meet with them to discuss a few ideas that you have for the company.

Tip Number 3 – Set The Date. When you are writing that letter, don't just leave it up to the boss to call you and schedule a time. Be proactive and set the date yourself. If you set a date and time in the letter and then tell them to let you know if that doesn't work, you have completely put the ball in their court. The next move is clearly up to your boss. If you clearly state that time, they know that you will be expecting to meet then, many times they will keep the date and time you set. Worst-case scenario is they call you to set up a different time. Many people do a lot of things wrong when sending a pay raise/salary increase letter or email, but not setting a time and a date for the meeting could be the biggest mistake of them all.

Make sure that the next time you send out a pay raise/salary increase letter or email that you follow the above three tips. This will give you the best chance to get the meeting you hope for. And maybe you can be on the path to a bigger and better pay raise.

Cory Geffre has spent the last 15 years developing a system for getting bigger and better pay raises. With his Pay Raise Formula System now completed, Cory is helping employees get the pay raises they deserve and earn the income they desire. He recently released his personal favorite Pay Raise/Salary Increase Letter Template which is available for no charge at his website: <http://www.PayRaiseFormula.com/Letter>