

THE PROMOTION: AGENDA SETTING

E-Mail Templates

Let's Set The Stage for Success

This is a key step— without it, there may not even be a negotiation.

If your organization has already set up a specific time and place to discuss your increase in salary because of your promotion, then you don't necessarily have to follow this step.

I will say, though, having some type of documentation showing when and where the meeting is taking place and who will be there, is important, and you can send just a 'follow up' email based on the template below if you get the sense that the salary meeting is being "pushed back."

Below is a sample email template, in case your organization has not reached out to discuss your salary increase for your promotion. *Feel free to edit it as you see fit, but keep a few things in mind.*

- **1. You MUST send an email,** or written request, rather than just asking face-to-face. This is crucial for two reasons;
 1. Having your request documented is important, just in case your employer tries to ignore it or continually push it back. (*Hopefully, this is not the case*)
 2. It's important to clearly state that you want to discuss your compensation and that if someone else needs to be in the room to negotiate, then they should be there. You want people in the room who can say yes, rather than waiting a few weeks for the request to make its way "up the chain" for approval.
- **2. Do not be pressured into a negotiation.** *This is an advanced negotiation strategy to get you off your game!* For example: If, after you send the email requesting a specific time and place, and five minutes later your employer comes into your office **asking to meet then and there, you DO NOT have to say "yes!"** This has happened to me before and it is not a good feeling. You want to be ready and confident, rather than rushed and flushed.
- Even if you do feel ready and fully prepared, this is an unprofessional move that should raise some **red flags.**



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- Likewise, if they want to have the discussion in a different place than the one listed in your email that is open and not private, you should not accept, and insist that you have a private location reserved for your salary negotiation.
- If it is a private space and there is a legitimate reason for the change, use your discretion when accepting.
- **You want both this negotiation and you as an employee to be taken seriously!**
- Keep the email sweet and simple!
- ***DO NOT send this email until you finish the entire checklist!***

#1 The Request for a Salary Negotiation Meeting

Dear, **BOSS NAME**,

I am very excited to have been chosen for the **BLANK PROMOTION!** This is an incredible opportunity for me, and I am eager to get started! I was hoping we could sit down to discuss my compensation. Would **SPECIFIC DATE from SPECIFIC TIME to SPECIFIC TIME**, in the **SPECIFIC CONFERENCE OR MEETING AREA** work for you? Let me know at your earliest convenience and I will make sure the room is available.

Will someone from Human Resources be available to attend if needed?

I'm greatly looking forward to my future here at **COMPANY NAME!**

Thank you,

YOUR NAME

Listing a specific amount of time will create the sense that this a serious and thoughtful meeting that is not to be rushed.

Depending on your situation, anywhere from 40 minutes to 80 minutes should be more than enough time.



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#2 The Follow-up Request for a Salary Negotiation Meeting

Dear, **BOSS NAME**,

As you know I am very excited to have been chosen for the **BLANK PROMOTION!**
I wanted to follow up to solidify the details on the discussion of my compensation. Would **SPECIFIC DATE from SPECIFIC TIME to SPECIFIC TIME**, in the **SPECIFIC CONFERENCE OR MEETING AREA** work for you? Let me know at your earliest convenience and I will make sure the room is available.

Will someone from Human Resources be available to attend if needed?
I'm greatly looking forward to my future here at **COMPANY NAME!**

Thank you, **YOUR NAME**

