

Salary Negotiation Email Pack

Prepare a specific compensation request supported by your own evidence.

Preparation checklist

Confirm the role scope, currency, pay period, guaranteed base, variable pay, benefits and review timing. Write two relevant achievements with dates and evidence. Record your requested amount and acceptable alternatives. Cite market data only when you have a dated, comparable source. Use actual offer deadlines; never invent competing offers.

Request a raise

Subject: Compensation discussion for [role]

Hi [Manager],

Could we schedule a conversation about my compensation and current responsibilities? Since [date], I have [specific contribution], supported by [record or outcome]. My scope now includes [verified responsibility].

I would like to discuss a base salary of [amount and currency] and understand the criteria and timing for a decision. I can share a concise summary before we meet.

Thank you, [Name]

Respond to an initial offer

Subject: [Role] offer discussion

Hi [Name],

Thank you for the offer for [role]. I am interested in contributing to [specific priority]. Before deciding, could we discuss [component]? My experience with [relevant work], supported by [evidence], aligns with [published responsibility].

Would a base salary of [amount and currency] be possible? I would also welcome clarification of [benefit or term].

Thank you, [Name]

Make a counteroffer

Subject: Proposed compensation package for [role]

Hi [Name],

Thank you for discussing the package. Based on [confirmed scope] and my evidence of [relevant result], I propose [specific base salary or component]. If base flexibility is limited, I would be glad to discuss [alternative] and a documented review at [proposed date].

Please let me know what is feasible and which approvals are needed.

Best, [Name]

Evidence worksheet

Claim: [what you contributed]

Source: [record, work sample, or stakeholder confirmation]

Date and scope: [when and for whom]

Your role: [separate your action from team work]

Limitation: [what you cannot substantiate]

Request: [specific amount or term]

Alternative: [acceptable adjustment]

Read the message aloud, remove unsupported claims, and confirm the recipient before sending yourself.

Use the resource: <https://mytopmatch.com/free-career-tools/salary-negotiation-emails>

Additional guidance: Ivy League Coaching