

COUNTERING A LOWBALL SALARY OFFER

If you've just received the offer:

Subject: Follow up on __ offer

Click here for an easy-to-edit Google Doc version.

Hi [Hiring manager's name],

Thank you for extending me the offer for [job title] at [company name]! [company name] seems like a great company and I'm really excited to contribute towards [company name] achieving [company need].

← Express gratitude

However, based on my research, I would like to revisit the compensation. This is an exciting opportunity but I'd also like a salary that reflects market rates, my skills, and the experience I bring with me.

← Back your ask up with research

← Stating a number outright can limit your offer

Please let me know if there is a way to improve this offer so I can consider it.

Thank you for your time.

Sincerely,

Scroll for a template on asking for a raise

I recently helped an offer that was \$51,000/year higher than the original offer they extended, and \$70,000 higher than his previous role's pay.

If you'd like to get one-on-one help with your salary negotiation plan, invest in our service [here](#).

We'll create a plan of action just for you. You will learn:

- The specific techniques that will work for your unique personality.
- What will work in your unique corporate structure.
- How to anticipate your bosses' and HR's moves before they make them.
- How to evaluate your own performance to determine the raise.
- Your market value and salary trends.
- How to document the value you have added to the company.
- How to ask for a raise, step-by-step, including setting up the meeting.
- What to do if they say "no."

Want to learn more about this service?

**Schedule a free
consultation here.**



If you've been working at the company for a while:

Subject: Requesting a Raise/Promotion

Express gratitude

Hi [Your manager's name]

I hope you're doing well. As you may know, I've been working as a ___ since ___ and my salary is ___. I think it is a good time to discuss a raise in my compensation/a title change with you.

Since ___, my workload has grown and my responsibilities have increased. I enjoy working here and appreciate the opportunities I've received here to grow professionally.

I've been working hard to prepare for this opportunity; here are some of my accomplishments over the past months:

- 1st Accomplishment -- This ideally should be something quantified, or a description of how you made something faster, better, or easier for your team.
- 2nd Accomplishment -- If you don't have achievements, talk about additional training you completed.
- 3rd Accomplishment -- You can also drop a quote from positive feedback you got from a client, colleague, vendor, or another manager.

I believe the above shows that I am ready for greater responsibility and compensation. I would love to work with you to put together an action plan and timeline to continue this discussion and make this happen.

Thank you for your consideration, and I am eager to discuss this with you in person if required.

Sincerely,



Warning: Do not send this note if your boss sees you as an underperformer. Instead, ask for a [SMART goal*](#), and then ask for a raise once you achieve your goal.

Show that you're easy to work with

If your raise request gets rejected, ask for a [SMART goal*](#) that will help you position yourself for a raise in the future.

*Instead of being taken by a spin by bosses who are going to reject your raise request, asking for a SMART goal helps ensure you have concrete performance improvement objectives.