

Salary Negotiation Cheat Sheet



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Email Templates

Requesting a Salary Review Meeting

Subject Line: “Request to Discuss Compensation Alignment”

Body:

Hi [Manager’s Name],
I’ve truly enjoyed contributing to [specific achievement, e.g., the launch of Project X or 25% growth in client retention]. As I take on more responsibilities, I’d like to discuss aligning my compensation with the current market standards for this role. Could we schedule a time to talk this [week/month]?
Thank you for your support!

[Your Name]

Why It Works:

Focuses on value, not personal needs.



Responding to a Job Offer (Negotiating)

Subject Line: “Thank You for the Offer – Discussing Details”

Body:

Hi [Hiring Manager],
Thank you for the offer! I’m excited about the opportunity to [specific task, e.g., lead your content marketing strategy].
Based on my [X years of experience] and the industry benchmarks I’ve researched, I was hoping to explore a salary closer to [target number].
Could we discuss this further?
Looking forward to your thoughts.

Best, [Your Name]

Pro Tip:

Attach a salary report (e.g., Glassdoor screenshot) for credibility.



Follow-Up After No Response

Subject Line: Following Up on Our Compensation Discussion”

Body:

Hi [Manager],
I wanted to circle back on our conversation about adjusting my compensation. I understand budgets can be complex, but I’m eager to find a solution that reflects my contributions to [specific project/metric]. Please let me know when you’re available to revisit this.

Thanks, [Your Name]



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Counteroffer Scripts

Scenario 1: Employer Lowers Their Initial Offer

Your Response:

“I appreciate the offer. However, given my [certifications/experience] and the market rate for this role, I’m confident [\$X] is a fair reflection of the value I’d bring. Is there room to adjust?”

If They Say No:

“Could we revisit this in 6 months based on performance metrics?”

Scenario 2: Employer Can’t Meet Your Salary Request

Your Response:

“I understand budget limitations. Would you consider [non-monetary perk, e.g., a signing bonus, extra vacation days, or remote work flexibility] as part of the package?”

Scenario 3: Handling “What’s Your Current Salary?”

Your Script:

“I’m focused on ensuring my compensation aligns with the responsibilities of this role. Based on my research, the market range for this position is [X–X–Y].”

If They Press Further:

“I’d prefer to keep the focus on how my skills can benefit your team.”



Follow-Up Strategies

After a Successful Negotiation:

Send a thank-you email confirming details:

“Thank you for agreeing to the adjusted salary of [\$X]. Could you confirm the effective date and any next steps?”

After a Rejection:

Ask for specific goals:

“What milestones would you like to see me hit to revisit this discussion in [3-6 months]?”

Document these goals and schedule a follow-up meeting.

Phrases to Avoid

- “I need more money because my rent increased.” (Focus on value, not personal needs.)
- “I hate to ask, but...” (Weakens your position.)
- “This is my final offer.” (Leave room for dialogue.)



Preparation Checklist

- Research salary ranges on Glassdoor, Payscale, or LinkedIn Salary.
- Rehearse scripts aloud to avoid filler words (“um,” “maybe”).
- Prepare 3-5 bullet points of your top achievements to justify your ask.
- Plan your “walk-away” number (minimum acceptable salary).



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