

About This Document

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|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| owner | HR |
| access & use | Restricted to HR |
| what it is | <p>Script for a letter to deny or postpone a salary increase.</p> <p>Once complete, the letter:</p> <ul style="list-style-type: none"> ◆ Is used for formally advising an employee that their request for a salary increase has been denied or postponed. ◆ Must be presented to the employee in a meeting and accompanied by a conversation. It must not be simply forwarded to the employee via email. |
| who uses it | HR modifies this letter script as appropriate for the employee. |
| used with | <ul style="list-style-type: none"> ◆ <i>CP-HR-3590-M. Request & Justification for Compensation Adjustment Form</i> |

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ If required, you can copy and paste to add additional sections to the script. To preserve the formatting in your document when copying and pasting, click the small arrow beneath the **Paste** command and then select either the **Keep Text Only** or the **Merge Formatting** option.

Instructions

1. Save a copy of the letter script to an appropriate working directory. In the file name, include the letter effective date and the employee name.
2. Edit the script as needed, choosing the appropriate content from the suggested content menu shown in **BLUE FONT**.
3. Once the letter is finalized:
 - a. Remove any instructions or suggested unused content.

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I suggest that we discuss a salary increase in **EXAMPLE: January** , as per our compensation policy. I trust this is acceptable.

Know that you are doing a **good/outstanding/great** job and we are very pleased with your performance to date.

If you would like to discuss this further, I am happy to answer any other questions you may have.

Sincerely,

CUSTOMIZER: Insert COMPANY NAME

Name

Title