

Pay Rise Negotiation Worksheet

Plan the numbers, evidence and talking points before asking for a pay rise.

Pay calculation

Current pay	New pay requested	Dollar increase	Percentage increase	Effective date

Evidence notes

Evidence area	Specific examples
Extra responsibilities	
Results delivered	
Market or role change	
Training or skills gained	
Customer, team or business impact	

Conversation plan

Prompt	Notes
Opening statement	
Main evidence points	
Fallback request or review date	
Follow-up email notes	

Tools by Layna - General information only. Check official sources or a qualified professional for personal, medical, legal, employment, tax or regulated decisions.