**Template email to line manager requesting a letter confirming what pay rise you’re receiving**

Dear [LINE MANAGER’S NAME]

I am writing formally to you as my line manager to request written confirmation of what pay rise and performance award (if any) I received for 2021/22 and will be receiving for 2022/23, including what my salary was before the pay rise and after (i.e. whether I have received / am receiving a consolidated increase in base pay).

In previous years, I have received written confirmation of what percentage pay rise I’m receiving (if any), and what my new salary is once the rise had been applied. It also set out what performance award (if any) I was entitled to, and when that would be paid.

When the first year of the current two year pay deal was implemented, I was not given such a letter – meaning I had to try to work out what pay rise (if any) I’d received on the basis of a large number of backdated monthly payments.

I believe these letters were supplied to you by someone in HR for each of your direct reports – but as I say, I note that I didn’t receive one for last year and have yet to receive one this year.

I realise that it may take time to compile this letter but I would appreciate having clarity on what this pay deal means for me.

Yours sincerely,

[YOUR NAME]