Date

**Change to Pay Rate/Work Conditions**

*NB. First check that your requests are reasonable by referring to Fair Work.*

Dear Manager/Supervisor Name,

I am writing to request a pay increase / change in work conditions at Company Name.

I have greatly enjoyed working at Company Name for the past X months/years. I believe I have become an integral member of the team and have contributed by:

* Acting as manager when needed through staff absence.
* Designing innovative new approaches to delivery of service.
* Voluntarily training new staff.

In recent months I believe my position has changed in that it now involves list of new tasks and I have greater responsibilities. I would therefore appreciate the opportunity to meet with you to discuss the potential for an increase in my salary / changing my work conditions so that it reflects both my role and industry averages.

Once again, I am grateful to be a member of this Company Name and if you require more information, I can be contacted on mobile/email.

Yours sincerely,

Your Name