**Sample Pay Increase Adjustment Request**

September 02, 2021

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Sr. VP, Ancillary Services

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Laboratory Director

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Microbiology Manager

Re: Equity Adjustment

Employee Name, CLS QA

Please approve this request to increase pay rate for \_\_\_\_\_\_\_\_\_\_\_\_\_\_by 3%. The range for salary grade 79 is $45.69- $73.25. Employee’s current rate is $60.18. Employee joined the Laboratory team on \_\_\_\_\_\_\_. He/ She has been a loyal employee and has always worked to provide quality patient care for the past 16 years.

“Employee Name” has been working full time on the day shift in the Microbiology Lab. Over the past few years, “Employee’s Name” contributions as a CLS QA in the Microbiology Lab have been significant. He/She has been able to work well with all of her co-workers. She makes sure that each patient’s orders are processed in a timely manner. She communicates well with both the evening shift and day shifts to make sure patient information is passed along using the proper channels. She is very efficient and very well organized. She has been trained in other areas and works independently with minimal supervision. “Employee Name” stepped in and took on additional responsibilities such as:

* Inventory management
* Training new staff
* Perform annual competencies
* Training and mentoring our new hired employees
* Completing internal audits
* Validation and reviewing SOPs
* Performing required preventive maintenance on lab equipment

She is the kind of employee that does her job extremely well and is very much appreciated by all of us in the Microbiology Department. “Employee Name” always helps her co-workers without being asked.

“Employee Name” is a very capable and loyal “your organization” employee; we would appreciate your consideration of this request for pay increase. Also, should you require additional information please don’t hesitate to reach out.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director