

[Your address]

[Date]

Dear [practice manager/partner],

As you know, I have been a practice nurse with [surgery] since [start date]. My current rate of pay is [your salary]. I am writing to propose a pay increase/change of terms of [your request].

I would like to present my reasons for this pay increase/change in terms. My equivalent rate of pay under Agenda for Change is [pay band (£)]. Since beginning my role at the practice, I have acquired new skills such as [list new skills]. I have also gained new responsibilities such as [list new responsibilities]. I have also developed new knowledge and understanding about [list new knowledge].

Other practices in the [your town] area offer practice nurses with similar levels of experience and skill pay rates between [£] and [£].

[Identify any problems with recruiting and retaining staff.]

[List and other reasons that you deserve a raise/better terms.]

Thank you for your time and consideration.

Yours sincerely,

[Your name]

[Job title]