

## Raise Request Form

### Employee Information:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location: \_\_\_\_\_ Position: \_\_\_\_\_

### Request Details:

Current Salary: \_\_\_\_\_ Requested Salary: \_\_\_\_\_

**Reason for Request:** Please provide a brief explanation of why you are requesting a raise.

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**Performance and Contributions: Achievements:** List any significant achievements or milestones you have accomplished during your time at Agape.

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**Skills and Development:** Describe any new skills or certifications you have acquired that contribute to your role.

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**Impact on the Team/Organization:** Explain how your work has positively impacted the team or organization.

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**Additional Responsibilities: Detail any additional responsibilities you have taken on since your last salary review.**

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**Feedback and Recognition: Include any positive feedback or recognition you have received from colleagues, supervisors, or clients.**

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**Professional Development: Describe any professional development plans or training you intend to pursue to enhance your skills.**

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**Supporting Documents: Please attach any supporting documents that provide additional evidence for your request (e.g., performance reviews, certificates, letters of recommendation).**

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**Additional Comments: Please provide any additional comments or information that you believe supports your request for a raise.**

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**PIP or Disciplinary Action: Please provide details of any PIP (Performance Improvement Plan) or disciplinary action within the past 6 months or 12 months.**

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**Manager Comments:**

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**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**CEO Approval: Yes or No \_\_\_\_\_ Date: \_\_\_\_\_**

**Effective Date: \_\_\_\_\_**