
Name & Department

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One-on-One on Salary

Date: 5th September 20XX

OPENING

- Thank you for making time to meet. I understand you'd like to discuss your salary.
- Let's ensure this is a productive conversation.

UNDERSTANDING THE EMPLOYEE

- Can you share your thoughts on your current compensation?
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- Are there specific reasons or comparisons that led to this discussion?
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SHARING COMPANY PERSPECTIVE

- Here's how we currently evaluate and structure compensation.
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 - Here's where you stand relative to our benchmarks.
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 - This is the current financial position of our company.
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ADDRESSING NEXT STEPS

- If a salary adjustment isn't possible now, here's what we can focus on to revisit this in the future.
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- Let's outline clear steps and expectations for salary progression.
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CLOSING

- Do you have any further questions or concerns?
- Thank you for raising this—let's keep an open dialogue.