**TEMPLATE LETTER FOR GENERAL PRACTICE NURSING STAFF TO MAKE ENQUIRY WITH EMPLOYER ABOUT PAY AWARD FOR 2025-26**

Dear {insert name of manager}

I'm writing to you as my employer, to highlight the Scottish government’s Primary Care Directorate announcement of Tuesday 1 July regarding the 2025-26 pay award for general practice staff, about which I am sure you are already aware.

The announcement includes funding for a 4.25% increase for practice staff earnings (commensurate with the average of the Agenda for Change uplift agreed this year).

I trust, that as my employer, you will ensure that I receive the 4.25% increase to my salary, and backdated pay from Tuesday 1 April 2025, in full and as soon as possible.

I am very happy to discuss this further if needed but the Scottish government, in the letter, advises all practices to apply the increase and I do consider that I am entitled to this. Therefore, I hope the matter can be resolved without recourse to any formal process.

Please can you confirm when the increase and backdated pay will be paid at your earliest convenience.

Many thanks,

{Add name}

**ENDS**