

# Salary Adjustment Recommendation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally recommend a salary adjustment for [Employee's Name], who currently holds the position of [Employee's Position] within our team. Due to [brief explanation of reasons such as increased responsibilities, market rate changes, outstanding performance, etc.], I believe it is appropriate to revisit their compensation.

[Employee's Name] has consistently demonstrated [mention specific achievements, contributions to projects, or areas of excellence], which have positively impacted our organization. Given the current market trends and internal salary benchmarks, an adjustment to their salary would reflect both their value to the team and the industry standards.

Based on my assessment, I recommend a salary adjustment to [Proposed Salary Amount/Percentage Increase]. This adjustment would not only acknowledge [Employee's Name]'s hard work and dedication but also serve to retain valuable talent in our organization.

Thank you for considering this recommendation. I am happy to discuss this matter further and provide any additional information needed.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]