

Salary Adjustment Recommendation

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally recommend a salary adjustment for [Executive's Name], [Executive's Title], in light of [insert reasons such as performance, industry benchmarks, changes in responsibilities, etc.].

[Executive's Name] has demonstrated exceptional performance in [mention specific achievements or contributions], which has significantly contributed to the success and growth of our organization.

After conducting a thorough review of the current salary structure and market conditions, I recommend an adjustment of [insert specific amount or percentage] to better align [Executive's Name]'s compensation with industry standards and reflect their contributions to our company.

I believe that this adjustment will not only recognize [Executive's Name]'s hard work and dedication but also enhance their motivation and commitment to achieving our future goals.

Thank you for considering this recommendation. I look forward to your favorable response.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]