

Letter of Recommendation for Annual Performance Bonus Increase

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Company: [Company Name]

Subject: Recommendation for Performance Bonus Increase

Dear [Recipient's Name],

I am writing to formally recommend [Employee's Name] for an increase in their annual performance bonus. Over the past year, [he/she/they] has consistently exceeded expectations in [his/her/their] role as [Employee's Position].

[Employee's Name] has demonstrated exceptional skills in [specific skills or projects] which have significantly contributed to our team's success. [He/She/They] has been instrumental in [specific achievements or contributions], achieving results that have positively impacted our goals.

In addition to [his/her/their] remarkable performance, [Employee's Name] consistently exemplifies [mention any additional qualities: leadership, teamwork, initiative, etc.]. [His/Her/Their] dedication to excellence not only enhances productivity but also boosts team morale.

Considering [his/her/their] significant contributions and consistent high performance, I strongly advocate for an increase in [Employee's Name]'s performance bonus this year. This recognition would not only be well-deserved, but would also motivate [him/her/them] to continue striving for excellence.

Thank you for considering this recommendation. I am confident that acknowledging [Employee's Name]'s efforts will reinforce our commitment to recognizing exceptional performance within our organization.

Sincerely,

[Your Name]

[Your Position]

[Your Company]