

Letter of Recommendation for Salary Increment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally recommend a salary increment for [Employee's Name], who has been part of our team as [Employee's Position] since [Employee's Start Date]. Throughout [his/her/their] time with us, [he/she/they] has consistently demonstrated exceptional performance and dedication.

[Employee's Name] has taken on additional responsibilities and has significantly contributed to [specific projects or achievements]. [His/Her/Their] ability to [specific skills or qualities] has not only increased productivity but has also positively impacted team morale.

Given [Employee's Name]'s numerous contributions and the valuable skills [he/she/they] brings to our organization, I believe an adjustment in salary is warranted. A review of [his/her/their] performance and the market standards suggests a salary increment would reflect [his/her/their] worth to our team and motivate [him/her/them] further.

Thank you for considering this recommendation. I am confident that a salary adjustment will have a positive effect on both [Employee's Name] and our team as a whole.

Sincerely,
[Your Name]
[Your Position]