

[Mention the name of the sender]

[Mention the Address of the sender]

[Mention the contact information of the sender]

[Date]

To,

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the contact information of the recipient]

Subject- Letter of Recommendation for Increase in Salary

Dear [Mention the name of the Recipient]

As a [mention the post of the sender], I am [mention the name of the sender]. I am writing this recommendation letter in support of a salary increase for an employee in our [mention the department] department.

His/ her name is Mr/ Mrs [mention the name of the employee], who is in a position of [mention the position of the employee], and his/ her current salary is [mention the amount of the employee's current salary].

As in this pandemic, Mr/ Mrs [mention the name of the employee] has lost his/ her father, and now his/ her mother is also in a serious condition.

All food and medicine cost him/ her too much, and because all these hospital charges and medical costs have brought up serious financial problems for him/ her.

During this tough time, I strongly recommend giving her a raise in/ her monthly salary, which will help him/ her to live a good life. Moreover, he/ she is one of the best employees of our team.

As he/ she is under my charge, I used to keep an eye on him/ her from the very first day of his/ her joining. He/ she is a very hardworking person with a positive manner.

Yours faithfully,

[Mention the name of the sender]

[Insert the original signature of the sender].