

[Your Name]

[Job Title]

[Address, Zip Code]

[Phone]

[Email]

[Date]

[Company's Name]

[Addressee's Name]

[Job Title]

Sub- Recommendation for Increasing Salary.

Dear [Addressee's Name],

It is a pleasure to recommend [Employee's Name], an employee of our company in the [Department Name], for increasing [His/her] salary. [He/She] is currently receiving [Employee's Salary] monthly. But I believe [He/She] is worthy to be paid more.

[He/She] is in my team and I have observed [His/her] performance closely. [He/She] is doing brilliant work, and [His/her] performance always meets our expectations. He has surprised us with his acute knowledge and brilliance in every project. [He/She] has great communication skills. [His/her] work has added a good profit to our company.

I must say that [He /She] possesses a great work ethic and has got never been late in the workplace. [He/She] is focused and sincere. [He/She] is talented and energetic.

I have evaluated [Him/her] and found [Him/her] the most eligible employee to get an increment. So I support my recommendation. Please contact me with further questions.

Yours sincerely,

[Your Signature].