

Formal salary increase recommendation from manager

Subject: Recommendation for Salary Increase “ [Employee Name]

Dear [HR Manager/Recipient Name],

I am writing to formally recommend a salary adjustment for [Employee Name], who has been serving as [Designation] in the [Department Name] since [Start Date]. Over this period, [Employee Name] has consistently demonstrated exceptional dedication, professionalism, and has exceeded performance targets.

Some key achievements include:

- Successfully leading [Project/Task], resulting in [Outcome/Impact]
- Improving [Process/Metric] by [Percentage/Result]
- Mentoring new team members, contributing to overall team efficiency

Considering the sustained performance and contributions to our organization, I recommend an appropriate salary increment to reflect [Employee Name]'s value and dedication.

Sincerely,

[Your Name]

[Designation]

[Department Name]

[Date]

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