

In-depth formal recommendation for pay adjustment

Subject: Recommendation for Salary Increase “ [Employee Name]

Dear [Recipient Name],

I am recommending a salary adjustment for [Employee Name], who has been with [Company Name] as [Designation] for [Time Period]. Their dedication and exceptional performance have significantly contributed to the success of our department and organization.

Performance highlights:

- Consistently exceeding quarterly targets by [Percentage]
- Taking initiative on [Project/Task] that resulted in measurable improvements
- Demonstrating leadership qualities and mentoring peers

Given these achievements, I strongly recommend a salary increase to acknowledge [Employee Name]'s valuable contributions.

Sincerely,

[Your Name]

[Designation]

[Department Name]

[Date]

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