[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Date:

RE: Recommendation letter for salary increase for [NAME HERE]

Dear Mr. Hamilton

I am Christopher John and have been working under your kind supervision for the past twenty years. in fact, I am one of the few employees that joined ABC Organization at the start of its establishment and since then till now I have been working here. I am working on the post of Area Manager and I am satisfied with everything here. The core aim of penning down this letter is to ask for salary increment for Mr. Joseph who has been giving his services for the past three years and has been an efficient worker here.

Mr. Joseph joined the company as a junior project assistant ad after one year of joining got promoted to assistant project assistant and at the start of the current year, he was promoted to project manager. He has been an efficient and engrossed employee and has performed exuberant and marvelous skills and has proved an asset for the company.

I am writing this letter to you to recommend him suitable for salary increment as he well deserves it. He has been giving his 100% percent performance with enormous hard work and deliberating the outcomes by successfully meeting the deadlines and targets. During his recent position, he has tackled numerous projects and has enhanced the productivity of the department up to 30% since his time here. During the last one and a half years he has successfully exceeded the targets to a level of great length.

It is not only me who is praising him but everyone in the department gets inspired by his talented skills. He is often praised based on teamwork and exuberant communication skills. He is a proficient and multi-talented colleague and always performs duties on time without any delay.

I have attached his valuation report along with this letter so you may have look at it. He has been contributing a major part to the organization’s success and development. His salary is twenty percent less than the set salary for the same position as per market skill equivalence.

I hope that you will pay a kind consideration to this recommendation and will do something in this regard. This would be a great favor on your behalf.

Regards,  
Ruth King