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

Date:

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

I hope you will be doing well. I am writing this formal letter to you on behalf of Mr. Marvell for the increment in his salary based on some obvious reasons. He has been giving his services for the post of Assistant Manager Operation for the past eight years and being his senior, I have found him always supporting and devoted to his work. He always remains available and ready when proposed some extra job work and responsibilities. Viewing his previous record and achievements as well as organizational standard salaries will elucidate grounds for an increase in salary up to 30 percent in annual pay.

He was appointed as managing director and along the years he was given additional duties including budget decisions, staff, and project management. Moreover, he has also improved himself by fulfilling certain accomplishments.

Firstly, he has managed the triumphant launch of the company’s new product that paved a way for the company’s progress. Secondly, he worked hard for the excellence of the company and accomplished all the deadlines on time. Thirdly, he improved the regulations in the payable accounts system and saved the annual revenue of the company up to 50%. While looking through the narrowed eyes his previous record shows that his coworkers appreciate his management way and he is a precious chap of the group.

By looking through the above-mentioned circumstances I recommend him suitable for salary increment. I hope that you will ponder over the matter. I assure you that he will accommodate himself for benefit of the company. Moreover, if you have any other plan regarding his salary increment then you can negotiate the matter. This would be a great favor on your behalf.

Regards,  
Matthew Ralph