**Recommendation Letter for Promotion and Salary Increases**

From,

Sonya Jordan

Ap 336 Ullamcorper. Street Visalia VA 54886

(850) 676-5117

08-10-2019

To,

Castor Richardson

902 3472 Ullamcorper Street

Lynchburg DC 29738

Subject: ( )

Dear Sir,

I Castor Richardson working as a ----- (job title) working with (company name) would like

to inform you about the recommendation of a salary increase of (mention name) working

as (job title) under my supervision.

The present salary of XYZ is as per the company norms and hiring position. As he/she is

now promoted to the position of (mention job title) and seeking the performance upgrade

he/she deserves a salary hike too.

He/she has performed consistently great during the last year and has received praise not only from the management but the team as well.

So, I would like you to consider the application of the salary raise for XYZ. You can contact me for any further clarification.

Yours Sincerely, Sonya Jordan Job title Contact details