

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

