

Department Name  
Organization Name  
Date: \_\_\_\_\_

To: [Approving Authority Name & Title]  
From: [Department Head Name & Title]  
Subject: Recommendation for Pay Increase â€“ [Employee Name], [Position]

Dear [Approving Authority Name],

I am writing to formally recommend a pay increase for [Employee Name], who currently holds the position of [Employee Position] in the [Department Name].

[Provide a brief overview of the employee's contributions, achievements, and the reasons supporting the recommendation for a pay increase. Mention specific examples, performance metrics, or key accomplishments if applicable.]

Based on [his/her/their] exceptional performance and contributions to the department, I recommend an adjustment of [suggested pay increase, e.g., percentage or amount] to [Employee Name]'s current salary.

Thank you for your consideration.

Sincerely,

\_\_\_\_\_  
[Department Head Name]  
[Department Head Title]