**Sample Rec for Pay Increase**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Director

Department of Pathology and Laboratory Medicine

From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Associate Director, Transfusion Medicine

Date:

**RE: Pay rate increase for XX**

XX, we would like to recommend a pay increase for \_\_\_\_\_\_\_ who has been an employee of \_\_\_\_\_\_\_Medical Center since July 2013.

XX has been with the transfusion service for 5 years. He/She has been a loyal employee and has always worked to provide quality patient care.

XX has been working full time on the evening shift. Over the past year, XX’s contributions as a CLSII in the Transfusion Service have been significant. He/She has been able to work well with all of her co-workers. He/She makes sure that each patient’s blood orders are processed in a timely manner. He/She makes sure that the blood component inventories are adequate to handle the immediate needs of the shift and to cover the upcoming day’s transfusions in the medical center. XX communicates well with both the evening shift and day shifts to make sure patient information is passed along using the proper channels. He/She is very efficient and very well organized. He/She has been trained in the molecular lab and the bone and tissue and he/she covers both areas independently with minimal supervision. He/She is also trained in the stem cell lab and help cover when needed. XX has been taking on additional assignments such as equipment maintenance, reviewing SOPs and validation. He/She is the kind of employee that does his/her job extremely well and is very much appreciated by all of us in Transfusion Medicine. XX always helps his/her co-workers without being asked.

XX is a very capable and loyal \_\_\_Medical Center employee; we would appreciate your consideration of this request for pay increase. Also, should you require additional information, please don’t hesitate to contact us.

Cc: Medical Director, M.D