[Your Name]
[Your Job Title]
[Date]

[Manager's Name]
[Manager's Title]
[Company Name]

Dear [Manager's Name],

I am writing to formally notify you that I have successfully earned my SHRM Certified Professional (SHRM-CP) credential. This certification validates my expertise in human resource competencies and my commitment to maintaining the highest professional standards in our field.

Through this certification process, I have gained advanced knowledge in areas such as strategic HR management, employee engagement, and organizational compliance. I am eager to apply these enhanced skills to further improve our department's efficiency and contribute to [Company Name]'s long-term objectives.

In light of this professional milestone and the increased value I bring to the organization, I would like to request a review of my current compensation. Based on industry standards for SHRM-certified professionals and my continued contributions to the team, I am requesting a salary increase of [Percentage/Amount].

I would appreciate the opportunity to discuss this with you in person. Thank you for your ongoing support of my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]