[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 Senior Professional in Human Resources (SPHR) certification from the HR Certification Institute (HRCI).

This credential validates my mastery of the strategic and policy-making aspects of HR management within the United States. Through this rigorous certification process, I have gained advanced knowledge in strategic business management, workforce planning, and talent development that I am eager to apply further to our organization's goals.

Given this new professional milestone and the increased value I bring to the HR department, I would like to request a review of my current compensation. Based on current market data for SPHR-certified professionals in our industry, I am requesting a salary increase of [Percentage or Dollar Amount].

I am committed to the continued success of [Company Name] and look forward to discussing how my elevated skills will contribute to our strategic objectives. Thank you for your time and for supporting my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]