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

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

Subject: Salary Increase Request Regarding PHR Certification Acquisition

Dear [Manager's Name],

I am writing to formally notify you that I have successfully earned my Professional in Human Resources (PHR) certification from the HR Certification Institute (HRCI).

This credential demonstrates a mastery of the technical and operational aspects of HR management, including U.S. laws and regulations. Throughout this certification process, I have gained advanced knowledge in talent acquisition, employee relations, and business management practices that I am already applying to my current role at [Company Name].

Given this new professional milestone and the increased value I bring to the department, I would like to request a review of my current compensation. Based on industry standards for PHR-certified professionals in [Your City/Region], I am requesting a salary adjustment of [Percentage or Dollar Amount].

I am committed to the continued success of our team and look forward to discussing how my enhanced skills can further contribute to our organizational goals. Thank you for your time and for supporting my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]