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

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

Dear [Manager's Name],

I am writing to formally notify you that I have successfully earned the Certified Employee Benefits Specialist (CEBS) designation. This certification, awarded by the International Foundation of Employee Benefit Plans and the Wharton School of the University of Pennsylvania, represents the highest standard of education in the benefits industry.

Through this program, I have gained advanced expertise in:

- Group health insurance and retirement plan design
- Regulatory compliance and legislative mandates
- Strategic compensation and asset management

By applying this specialized knowledge, I am now equipped to deliver greater value to our team, optimize our benefits programs, and ensure our organization remains compliant with evolving federal regulations. This qualification significantly enhances my professional capabilities and my contribution to [Company Name].

In light of this achievement and the increased value I bring to the department, I would like to request a review of my current compensation. I am proposing a salary increase of [Percentage or Dollar Amount], which aligns with the industry standard for CEBS-certified professionals in my role.

I am eager to discuss how I can further apply my new expertise to support our company goals. Thank you for your time and for supporting my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]