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

[Manager's Name]
[Department Name]
[Company Name]

Dear [Manager's Name],

I am writing to formally notify you that I have successfully earned the Human Resources Information Professional (HRIP) certification from the International Association for Human Resource Information Management (IHRIM).

Earning this credential demonstrates my mastery of HR technology systems, data management, and information strategy. Since obtaining this certification, I have applied advanced technical knowledge to our current HRIS workflows, resulting in [mention a specific achievement, e.g., improved data integrity or automated reporting].

Given this new professional qualification and the increased value I am bringing to the HR technology team, I would like to request a review of my current compensation. Based on industry standards for certified HRIP professionals and my expanded responsibilities, I am requesting a salary increase of [Percentage/Amount].

I am committed to leveraging my specialized expertise to continue optimizing our HR technology infrastructure. I look forward to discussing this request with you at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]