[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 the Global Professional in Human Resources (GPHR) certification from the HR Certification Institute (HRCI).

This certification validates my expertise in international HR strategies, including global talent acquisition, overseas compensation, and multinational labor relations. As our company continues to expand its global footprint, I am eager to apply these specialized skills to mitigate cross-border risks and optimize our international workforce management.

Given this new credential and the increased value I bring to the global operations of the HR department, I would like to request a review of my current compensation. Based on the industry market rate for GPHR-certified professionals and my expanded scope of responsibilities, I am proposing a salary increase of [Percentage/Amount].

I am committed to the continued success of [Company Name] and look forward to discussing how my enhanced global HR expertise can further contribute to our strategic goals. I would appreciate the opportunity to meet and discuss this request in person.

Thank you for your time and continued support of my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]