[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 Compensation Professional (CCP) designation from WorldatWork. This certification represents the completion of a rigorous multi-exam program covering regulatory requirements, base pay administration, variable pay, and market pricing analysis.

By acquiring this certification, I have strengthened my ability to design and manage competitive compensation programs that align with [Company Name]'s strategic goals. My updated expertise ensures that our pay structures remain equitable, compliant, and effective in attracting and retaining top talent.

In light of this professional milestone and the increased value I bring to the Human Resources team, I would like to request a salary review. Given the industry standard for CCP-certified professionals and my expanded technical skill set, I am proposing a salary increase of [Percentage or Dollar Amount].

I am committed to applying these advanced compensation principles to help [Company Name] optimize its total rewards strategy. I look forward to discussing this request with you at your earliest convenience.

Sincerely,

[Your Signature]
[Your Printed Name]