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

To: [Manager's Name]
[Company Name]

Subject: Salary Increase Request Regarding Certification Acquisition

Dear [Manager's Name],

I am writing to formally request a review of my current compensation following my recent achievement of the [Name of Certification, e.g., SHRM-CP, PHR, or Recruiter Academy Certified Recruiter] certification.

Earning this credential has equipped me with advanced skills in [mention 1-2 skills, e.g., strategic sourcing and talent data analytics]. Since obtaining this certification, I have already begun applying these methodologies to improve our hiring process by [mention a brief result, e.g., reducing time-to-hire or improving candidate quality].

Based on the increased value I bring to the Talent Acquisition team and current market benchmarks for certified professionals in this role, I would like to propose a salary increase of [Percentage or Dollar Amount].

I am deeply committed to the growth of [Company Name] and look forward to discussing how my expanded expertise can continue to drive our recruitment success. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]