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

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

Subject: Salary Increase Request Regarding aPHR Certification

Dear [Manager's Name],

I am writing to formally share that I have successfully earned the Associate Professional in Human Resources (aPHR) certification from the HR Certification Institute (HRCI).

This credential demonstrates my foundational knowledge of HR management, including talent acquisition, compensation and benefits, and employee relations. By obtaining this certification, I have strengthened my ability to contribute to our team's efficiency and ensure our department remains compliant with industry standards.

Given this professional milestone and my continued commitment to the growth of [Company Name], I would like to request a salary review. I am seeking an increase of [Percentage/Amount] to reflect my enhanced expertise and the added value I bring to the Human Resources department.

I am proud to be part of this team and look forward to applying my new skills to help achieve our organizational goals. I would appreciate the opportunity to discuss this request with you in person.

Thank you for your time and for supporting my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]