[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 my Certified Human Resources Professional (CHRP) designation. This certification confirms my proficiency in current HR legislation, workplace best practices, and organizational strategy.

Since joining [Company Name], I have remained committed to improving our HR operations and contributing to the company's growth. By acquiring this professional designation, I am now equipped to handle higher-level responsibilities, including [mention a specific task, e.g., advanced compliance auditing or strategic talent management].

In light of this professional milestone and the increased value I bring to the department, I would like to request a review of my current salary. Based on market data for CHRP-certified professionals in [City/Region], I am seeking an adjustment to [Target Salary Amount] per year.

I am eager to apply my specialized knowledge to help [Company Name] achieve its objectives. I look forward to discussing this request with you at your earliest convenience.

Sincerely,

[Your Name]
[Your Job Title]
[Your Employee ID/Department]