

[Your Name]
[Your Job Title]
[Employee ID Number]

[Date]

[Manager's Name]
[Department Name]
[Company Name]

Subject: Salary Adjustment Request - Attainment of Associate Degree

Dear [Manager's Name],

I am writing to formally notify you that I have successfully completed my Associate Degree in [Name of Degree/Field of Study] from [Name of Institution], effective [Date of Graduation].

I am proud to have achieved this educational milestone while maintaining my performance standards at [Company Name]. The knowledge and skills I have acquired during this program, specifically in [mention one or two relevant skills], have already begun to enhance my contributions to the [Department Name] team.

In accordance with company policy regarding educational attainment and professional development, I would like to request a review of my current compensation. I believe this degree increases my value to the organization and justifies a salary adjustment to reflect my new qualifications.

I have attached a copy of my official transcripts and diploma for your records. I would appreciate the opportunity to discuss this request with you at your earliest convenience.

Thank you for your time and for supporting my professional growth within the company.

Sincerely,

[Your Signature]
[Your Printed Name]