

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

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

Subject: Salary Adjustment Request - Completion of Bachelor's Degree

Dear [Manager's Name],

I am writing to formally notify you that I have successfully completed my Bachelor of [Degree Type] in [Major] from [University Name] as of [Graduation Date].

Throughout my time with [Company Name], I have remained committed to professional growth. Obtaining this degree has provided me with advanced skills in [Skill 1], [Skill 2], and [Skill 3], which I am already applying to my current role to improve [mention a specific work process or project].

Based on this new academic qualification and the increased value I bring to the team, I would like to request a review of my current salary. According to industry standards for this level of education in the [Job Title] role, I am seeking an adjustment to [Target Salary Amount] or the standard percentage increase allocated for degree attainment.

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

Thank you for your continued support of my professional development.

Sincerely,

[Your Signature]
[Your Printed Name]