

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

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

Subject: Salary Adjustment Request - Attainment of Master's Degree

Dear [Manager's Name],

I am writing to formally notify you that I have successfully completed my Master's Degree in [Name of Degree] from [University Name], as of [Date of Graduation].

Through this program, I have gained advanced skills in [Skill 1], [Skill 2], and [Skill 3]. I am eager to apply this specialized knowledge to my current role as [Your Job Title] to further contribute to the success of [Company Name].

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. I am seeking an adjustment that reflects my new educational level and aligns with the industry standard for professionals with a Master's degree in this field.

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 development.

Sincerely,

[Your Signature]
[Your Printed Name]