

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

[Date]

[Manager's Name or HR Department]
[Company Name]
[Company Address]

Subject: Request for Salary Adjustment - Attainment of Doctorate Degree

Dear [Recipient Name],

I am writing to formally notify you that I have successfully completed my [Name of Doctorate Degree] from [Name of University], effective [Date of Graduation].

The advanced research and specialized skills I have acquired during this program directly relate to my current role as [Your Job Title]. Specifically, my expertise in [Mention 1-2 key skills or research areas] will allow me to contribute more effectively to [Name of Project or Department Goal].

In accordance with [Company Policy Name, if applicable] regarding educational advancement, I would like to request a review of my current compensation. I am seeking a salary adjustment that reflects my increased qualifications and the additional value I bring to the organization.

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 in person.

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

Sincerely,

[Your Signature]

[Your Printed Name]