

[Your Name]
[Your Employee ID]
[Your Department]
[Date]

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

Subject: Salary Adjustment Request - Completion of Post-Graduate Diploma

Dear [Manager's Name],

I am writing to formally notify you that I have successfully completed my Post-Graduate Diploma in [Name of Field/Subject] from [University/Institution Name] as of [Date of Completion].

During 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 improve department efficiency and project outcomes.

In light of this professional milestone and the increased value I bring to the team, I would like to request a review of my current salary. I believe an adjustment is appropriate to reflect my higher qualification level and updated professional capabilities.

I have attached a copy of my diploma and my final transcripts for your records. I would welcome the opportunity to discuss this further during a brief meeting at your earliest convenience.

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

Sincerely,

[Your Signature]
[Your Printed Name]