

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

To: [Manager Name or HR Department]  
[Company Name]  
[Company Address]

**Subject: Request for Retroactive Salary Adjustment for Degree Attainment**

Dear [Recipient Name],

I am writing to formally request a salary adjustment following my completion of [Name of Degree] from [Name of Institution] on [Date of Graduation].

According to [Company Policy Name/Employee Handbook Section], employees who attain a higher level of education relevant to their role are eligible for a salary increase of [Amount or Percentage].

As my degree was officially conferred on [Date], I am requesting that this salary adjustment be applied retroactively to that date. Please find the attached official transcripts and a copy of my diploma for your records.

I look forward to your confirmation regarding the updated compensation amount and the timeline for the retroactive payment processing. Thank you for your support of my professional development.

Sincerely,

[Your Signature]  
[Your Printed Name]