

[Current Date]

[Manager's Name]

[Manager's Title]

[Company Name]

Subject: Salary Adjustment Request - Completion of [Name of Degree]

Dear [Manager's Name],

I am writing to formally notify you that I have successfully completed my [Name of Degree, e.g., Master of Business Administration] from [Name of University] as of [Date of Graduation].

Acquiring this degree has provided me with advanced skills in [Skill 1] and [Skill 2], which I am already applying to my current role as [Your Job Title]. These new qualifications allow me to contribute more effectively to the team and handle increased responsibilities within the department.

In light of this educational attainment and the added value it brings to [Company Name], I would like to request a review of my current compensation. Based on industry standards for professionals with this level of education in our field, I am seeking a salary adjustment to [Proposed Salary Amount] or a [Percentage]% increase.

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 at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Employee ID]

[Your Department]