

[Company Name]
[Department]
[Date]

[Employee Name]
[Employee ID]
[Job Title]

Subject: Approval of Salary Adjustment - Educational Degree Attainment

Dear [Employee Name],

Congratulations on successfully attaining your [Degree Name, e.g., Master of Science in Engineering] from [Institution Name]. We recognize the hard work and dedication required to reach this educational milestone.

In recognition of your enhanced qualifications and in accordance with our compensation policy, we are pleased to inform you that your request for a salary adjustment has been approved. Your compensation has been updated as follows:

- **Previous Annual Salary:** \$[Amount]
- **New Annual Salary:** \$[Amount]
- **Effective Date:** [Date]

This adjustment will be reflected in your paycheck starting from the [Date] pay period. All other terms and conditions of your employment contract remain unchanged.

We appreciate your commitment to professional development and your ongoing contributions to [Company Name]. We look forward to your continued success with the team.

Sincerely,

[Signature]
[Name of Manager/HR Representative]
[Title]

cc: [Personnel File / Payroll Department]