

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Confirmation of Salary Adjustment - Attainment of [Degree Name]

Dear [Employee Name],

We are pleased to formally congratulate you on obtaining your [Name of Degree, e.g., Master of Business Administration] from [Name of Institution].

In recognition of this educational achievement and in accordance with our company compensation policy regarding advanced degree attainment, your annual base salary will be adjusted as follows:

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

This increase will be reflected in your paycheck issued on [Pay Date]. All other terms and conditions of your employment remain unchanged.

We appreciate your commitment to professional development and your continued contributions to [Company Name]. We look forward to seeing the impact of your advanced expertise within your role.

Sincerely,

[Signature]

[Name of Sender]

[Title/Position]

[Company Name]