**Salary Increase Letter:**

**New Degree/Certification/Course**

Dear [Manager Name],   
  
I would like to inform you that I have recently finished [Name of degree/qualification/course acquired]. This is a major step in my career development plan and a mile stone in my ever ending quest to deliver high quality results. This achievement has elevated my knowledge and gave me a higher perspective on how things can be accomplished. This newly obtained degree enables me to [list here two to three ways of the new degree can help you in your job. This is optional but desirable.] I intend to use this knowledge to improve in our existing processes [products or services].   
  
This accomplishment is an evidence of my dedication and desire for self and company improvement alike. I believe my value has increased as a result and would like to kindly ask you to reassess my salary based on the new variables. Now I can give more to this respected company than I used to and would like my efforts to be acknowledged.   
  
Thank you.   
  
  
Sincerely,   
[Your name]   
[Date]