

Date: [Insert Date]

To,
[Employee Name]
[Employee Designation]
[Department]
[Company Name]

Subject: Salary Adjustment and Increment for Educational Qualification Upgrade

Dear [Employee Name],

We are pleased to acknowledge your recent achievement in upgrading your educational qualifications to [specify degree/certification, e.g., Master's Degree in Business Administration]. Your dedication to professional development is greatly appreciated and valued by [Company Name].

In recognition of your commitment and in accordance with our company policies, we are pleased to inform you of a salary adjustment with effect from [effective date]. Your new base salary will be [new salary amount] per [year/month], an increment from your previous salary of [previous salary amount]. This adjustment reflects the enhanced value and capabilities you bring to your current role as a result of your advanced educational attainment.

All other terms and conditions of your employment remain unchanged. Please sign and return the attached copy of this letter as a token of your acknowledgment and acceptance of this adjustment.

We look forward to your continued contributions and are confident that your upgraded educational background will have a positive impact on your work and on the organization as a whole.

Congratulations once again on your achievement.

Sincerely,
[Name of Manager/HR]
[Designation]
[Company Name]

Employee Acknowledgement

I, [Employee Name], acknowledge the receipt and acceptance of the above salary adjustment effective [effective date].

Signature: _____

Date: _____