

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

[Date]

[Manager's Name or HR Department Name]
[Company Name]

Subject: Update to Professional Skills and Certifications Profile

Dear [Manager's Name or HR Contact],

I am writing to formally request an update to my professional employee profile and personnel file regarding new skills and certifications I have recently acquired.

To ensure the company's internal records accurately reflect my current qualifications, please add the following details to my profile:

- **Certification/Skill Name:** [Name of Certification]
- **Issuing Organization:** [Name of Institution]
- **Date Obtained:** [Date]
- **Expiration Date (if applicable):** [Date]
- **Credential ID:** [ID Number]

I have attached a digital copy of the certificate(s) for your verification and records. I believe these new competencies will allow me to contribute more effectively to the [Department Name] team, specifically in areas regarding [mention specific project or task].

Please let me know if there are any further forms I need to complete or if you require additional documentation.

Thank you for your assistance.

Sincerely,

[Your Signature]
[Your Printed Name]