Dear

The **SHRM Talent Conference & Expo 2024** is designed to help our organization reimagine our strategies, processes and policies to the new realities of the world of work. After attending this event I will return equipped with the best practices to stay current and will know how to reach untapped or underleveraged talent pools, retain high performers, and will have connected with the brightest minds in recruiting and talent management. Nothing will impact our organization’s culture or bottom line more than employing the right people. I would like to request approval to attend.

I plan to attend the following sessions to strengthen my professional development:

Here's how this content relates to my role, and how I think it'll impact my performance:

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. In addition, I can provide a report of my key takeaways and recommended actions to our team.

I appreciate your approval. I will work to make sure we get the full value of this event.

Sincerely,