Dear [*Immediate Supervisor/Board*],

The SHRM Jacksonville 13th Annual HR Conference is THE HR event in Northeast Florida! For education, networking, professional development and overall value, this event simply has no equal. I believe my participation is critical to bring new ideas and approaches to our organization and further my professional development. I can earn at least 6 recertification credits (SHRM/HRCI). I would like to request approval to attend.

The event is October 21, 2021 in Jacksonville, FL, at the Hyatt Regency Jacksonville Riverfront. I’ll be among 300+ industry professionals to hear HR experts and innovators talk about employment law and legislation, strategic management, and leadership development, plus I’ll learn about practical tools pertaining to compensation and benefits, talent management, diversity, health and wellness. The Expo Hall offers opportunities for networking that could have a positive impact on our organization. By meeting with industry partners, I can find solutions to everyday issues, as well as strengthen existing relationships. A full schedule of events can be found at <https://www.shrmjacksonvilleconference.org/>

Here are my projected costs for attending the SHRM Jacksonville Conference and Expo:

Registration Fee $

Hotel $

Travel Expenses $

Miscellaneous $

This investment will pay off in more efficient practices, proven solutions, new insights and ideas. After returning, I will provide a summary of key takeaways and recommended actions.

I would appreciate your approval to attend the SHRM Jacksonville Conference and will work to ensure we get the full value of this event.

Thank you!