

# PROFESSIONAL DEVELOPMENT REQUEST



**DATE <ENTER>**

**DEAR < SUPERVISOR'S NAME, >**

I'm requesting your approval to apply to UTC and Southeast TN SHRM's [HR Leadership Institute](#). As you may know, The Society for Human Resource Management is the world's largest HR membership organization, representing more than 100,000 employers and 140 million employees worldwide. Our local chapter—Southeast TN SHRM—and the University of Tennessee at Chattanooga have partnered together to create a premier HR professional development experience tailored to local HR professionals.

The HR Leadership Institute costs \$3,195 for Southeast TN SHRM members and \$3,395 for nonmembers. Our organization will reap the benefits of my participation as I:

- Grow through stretch projects, such as a capstone presentation, that are directly applicable to our organization;
- Bring fresh perspective to our organization through interaction with other local HR professionals;
- Help our organization stay up-to-date as I learn the latest HR and leadership trends;
- Bring a data-driven approach to the HR function;
- Become energized through dynamic and hands-on learning experiences;
- Boost my confidence in handling challenging organizational situations;
- Gain the tools needed to realize continued success amidst role demands; and
- Implement changes more smoothly by learning a change management framework.

Logistics such as the schedule and common FAQs are listed on the [HR Leadership Institute website](#). I genuinely believe that this experience would be a wise investment for our organization, as investing in HR leadership is an investment for our entire organization. I am excited about this opportunity; as an HR professional, I often create development opportunities for others. It is thrilling to consider a development opportunity catered to my industry and to Chattanooga's HR workforce. I look forward to hearing from you soon to discuss!

**BEST REGARDS,  
<YOUR SIGNATURE HERE>**

[utc.edu/hrlead](http://utc.edu/hrlead)