

# PROFESSIONAL DEVELOPMENT REQUEST



**DATE <ENTER>**

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

The return on investment for professional development can be exponential, both from an individual and organizational standpoint. I have found a practical and extremely relevant training program that I am confident will build my HR credibility as well as help our company meet organizational goals.

In the University of Tennessee at Chattanooga's Society for Human Resource Management **(SHRM) Exam Prep Course**, participants are taught by an industry-leading instructor with an abundance of HR experience. I will prepare to earn the globally-recognized SHRM certification that is recognized as an industry standard for HR excellence. Our organization will reap the benefits of my participation as I:

- **Expand my HR expertise.** The course provides participants with a comprehensive understanding of HR concepts including employee relations, talent management and organizational strategy. This knowledge will equip me to more effectively address HR challenges within our company.
- **Confidently ensure regulatory compliance.** Participants learn the latest HR laws and regulations, ensuring that our organization remains in full compliance with changing legal requirements and avoids liabilities.
- **Align the HR strategy with company goals.** I will be better prepared to contribute to strategic HR planning and decision-making, resulting in a positive impact on our company's growth and profitability.

Logistics such as the schedule, cost and FAQs are listed on UTC's **SHRM website**. I kindly request that our organization consider funding my SHRM course. I am open to discussing terms of reimbursement and other stipulations as you see fit. I also plan to provide regular updates on my progress.

Thank you for considering my request. I look forward to further discussion with you and am happy to provide any additional information you may need.

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

**utc.edu/shrm**