Dear

The SHRM Northern California Conference 2025 is designed to help our organization learn how to develop a robust diversity and inclusion strategy that aligns with our strategic goals as well as legal and compliance initiatives that impacts our workplace. I will gain insight to the top trends in talent and total rewards as well as motivating our employees in a hybrid environment. After attending this event I will return equipped with the best practices, actionable tools, and ready to implement breakthrough strategy that will propel our workplace culture to one that puts inclusion first and keep us up to date with the latest compliance and workplace issues. These practices will boost both employee satisfaction and bottom-line business results. I would like to request approval to attend.

The event runs from **October 5-7, 2025 in Monterey, CA**.

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,