

# Employer Justification Letter

## How to Use:

- Update the highlighted fields in the letter below with information tailored to your organization.
- Please note, only you know what will motivate your employer to support you in participating in continuing education and professional development program. Please keep that in mind when using this template and customize it to best fit your situation.
- Once you have personalized the email, copy the text and paste it into an email to your employer. Be sure to remove any highlights and placeholders before you send it.

Dear [NAME],

To help [ORGANIZATION NAME] [BENEFIT OF ATTENDING], I would like to attend the [NAME OF TRAINING] hosted by [NAME OF ORGANIZATION] on [DATE].

The goal of the (NAME OF TRAINING) is to (GOAL OF TRAINING). I think gaining (DESCRIBE SPECIFIC SKILLS TO BE GAINED) will help me grow professionally and enable me to contribute to the team in a bigger way.

At our recent (ONE-ON-ONE/STAFF MEETINGS), you shared with me how you'd like me to step up in the area of (DESCRIBE AREA) (or in my role as (JOB TITLE) and be more (INSERT MORE DETAILS HERE). I've wanted to do exactly that but wasn't sure how to go about improving in this area until coming across the (TITLE OF TRAINING).

Attending this training is the perfect opportunity for me to gain the confidence and skills needed to (WHAT WILL YOU LEARN).

To recap, the [NAME OF TRAINING] will benefit me by:

- [BENEFIT #1]
- [BENEFIT #1]
- [BENEFIT #1]



Here is the breakdown for the training:

Date: [DATE]

Cost: [COST]

Website Link: [WEBSITE LINK]

[OPTIONAL: I have also attached the flyer to this email. [DON'T FORGET TO ATTACH TO EMAIL].

Is this something that I can pursue through the department? If it is, would there be an interest in sending more [JOB TITLES] in our department?

Please let me know if you have any questions and thank you for being open to these kinds of suggestions to support my growth and development here at [NAME OF ORGANIZATION].

Best,

[YOUR NAME]