



1800 Duke Street
Alexandria, VA 22314-3499
USA

Dear [name],

I'm requesting approval to expense membership fees to join the Society for Human Resource Management (SHRM). For \$244, this one-year membership will not only help me in my current role as [insert role here] but also allow me to better serve our organization and our employees.

SHRM is the world's largest association for HR professionals and represents more than 300,000 members across the country, encompassing all industries.

Now celebrating 75 years, SHRM is steadfast in its mission to foster better workplaces for a better world by equipping HR professionals with the tools and resources needed to excel in today's workplace and support all employees.

Additionally, a SHRM membership will help me bring fresh ideas and approaches to our organization while also furthering my professional development.

As a member, I will gain immediate access to:

- Federal, state and local compliance updates with tools and resources for implementing change.
- Experienced, certified HR Knowledge Advisors who can assist when we are stumped with a pressing HR question. ®
- Free member webcasts on important HR topics.
- Resource centers on workplace equity, violence prevention, pay equity and more.
- Thousands of customizable job descriptions, policies and toolkits we can utilize inhouse.
- Professional development opportunities like SHRM certification, SHRM conferences and other educational offerings.
- And much more ...

I appreciate your consideration in allowing me to expense my membership in this world-class HR organization. SHRM is diligently working to drive change in the workplace, and I would love to be a part of it. More information on the benefits of a SHRM membership can be found at shrm.org/WhyJoin.

Sincerely,