

SIMPLY COPY AND PASTE THE TEXT BELOW INTO AN EMAIL:

Dear [NAME]

I’m requesting approval to attend Workhuman® Live 2023, April 17-20, at the San Diego Convention Center in San Diego, California.

**Why Workhuman Live?**
Workhuman Live is the outlier of HR conferences and the kind of positive environment where transformative ideas can have far-reaching influence. It’s a place where like-minded people come to connect, have conversations, contribute ideas, and leave inspired to bring more humanity to their workplaces – and the world.

Workhuman Live goes beyond HR and delves into the data behind gratitude, implementing human rights in the workplace, and other provocative issues around the future of work. It’s about usable, sharable, actionable content – and a village of experts, thought leaders, researchers, professors, executives, activists, authors, up-and-comers, and changemakers who’ll use their knowledge to propel us to where we want to go.

**How will this benefit [COMPANY NAME]?**
Forward-leaning organizations have long foreseen a shift in the modern workplace to provide a more human employee experience that strengthens connections between people and teams, and, ultimately, drive stronger employee and company performance.

These are the types of breakthrough insights I’ll gain at Workhuman Live – and can bring back and put to work at [COMPANY NAME]. Workhuman Live 2023 will give me proven strategies and actionable ideas on how we can help motivate our workforce, increase employee retention and engagement, and boost productivity.

**Workhuman Live 2023 attendees will also receive Professional Development Credits (PDCs). The last time the event was held in-person, attendees were awarded PDCs from SHRM, HRCI, HRPA, ATD, and WorldatWork toward their recertification.**

While at Workhuman Live 2023, I will attend sessions that I believe will benefit key work culture initiatives at [COMPANY NAME] including:

* + [add project or initiative]
	+ [add project or initiative]
	+ [add project or initiative]

**Here’s a breakdown of my approximate conference expenses:**

* Registration:
	+ Airfare:
	+ Transportation:
	+ Hotel: <reference the average negotiated rates of $250 per night>
	+ Meals: <reference all onsite meals are included in the conference registration>
	+ Incidentals:

Total conference cost of \_\_\_\_\_\_.

When I return from Workhuman Live 2023, I will prepare a post-conference summary, including detailed recommendations that can further our [XYZ initiatives]. I’ll also receive an Action Plan from Workhuman® – including key findings and insights – that I can share with the team.

Workhuman Live 2023 will help me continue the momentum of building a more human work culture at [COMPANY NAME] – one that differentiates our company so we can better attract top talent and retain the valuable employees we have today.

Thank you for your consideration.

Regards,

[SIGNATURE]