**Cornell ILR Workshop  
Advanced Effective Employee Relations (CO251)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **Advanced Effective Employee Relations (CO251)**, a class offered by Cornell University’s School of Industrial and Labor Relations (ILR). I would need your approval. This course will provide me with a specialized toolkit to successfully support clients, develop Employee Relations competencies, optimize practices, and influence business results.

Cornell’s ILR School is the preeminent educational institution in the world focused on work, employment, and labor. It provides the opportunity to gain insight from leading scholars, researchers, and practitioners. This course would be an asset to me, my team and our organization. I’m excited for the chance to bring the absolute best skills and practices back to [Company Name].

This course focuses on these key takeaways, which will enable me to better:

* Practice applying a framework for conducting conversations with managers and employees
* Gain techniques to work strategically with managers to solve problems and address ER issues
* Learn and practice a method for preparing managers for coaching and progressive discipline meetings
* Apply new concepts and skills through small and whole group case-study role plays, activities with feedback, discussions, Q&A, and sharing of best practices
* Networking opportunities with peers and with ER experts

Here’s how much it will cost for me to attend:

* Program fee: $1,595
* Airfare/Travel: [INSERT AMOUNT HERE IF REQUIRED]
* Hotel: [DELETE IF LIVE VIRTUAL PROGRAM]
* Meals:  [INSERT AMOUNT HERE IF REQUIRED]
* TOTAL: [X]

More information about the program can be found on ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/co251/advanced-effective-employee-relations?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-marcomm-justification-letter-2023).

Thank you for taking the time to consider my request. I look forward to speaking with you about this in more detail.

Best,