**Cornell ILR Workshop
HR and the Future of Work (HR110)**

Date [insert date]

Dear [insert supervisor’s name here],

I would like to attend **HR and the Future of Work (HR110),** 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 Human Resources 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:

* Identify the workplace factors that impact productivity
* Optimize HR practices to drive business results
* Demonstrate HR's impact on business decisions
* Collaborate with business and HR functions to ensure alignment
* Develop competencies to improve HR performance

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

Program fee: $995

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 foundon ILR’s [Website](https://www.ilr.cornell.edu/programs/professional-education/hr110/hr-and-future-work?utm_medium=email&utm_source=follow-up&utm_campaign=ilr-scheinman-professional-education-2023&utm_term=justitication-letter&utm_content=text).

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

Best,