

Letter to employer template



Seeking employer support for your professional development?

Your employer may be able to support your professional development through course funding, professional development leave or flexible work arrangements. To help you start the conversation, we've created a template you can personalise and copy into an email or letter to your supervisor or employer.

Use the template below to outline your reasons for undertaking the course, the skills and knowledge you'll develop, how your learning could benefit your role and organisation, and the support you're seeking.

(Insert date)

(Insert your supervisor's name),

I am seeking your approval to attend the following QUT professional development course: (Insert course name)

Course overview:

(Insert from course web page)

When and where:

(Insert from course web page)

Attending this short course will allow me to strengthen my skills in (X, X and X), whilst boosting my confidence, business acumen and supporting me to build my networks.

By undertaking this course, I will:

- (Insert 'Core concepts' from course web page)

At the end of completion, I will be awarded with a Digital Badge, documenting my participation in the course; and I will share key takeaways with our team.

These are the costs for me to attend:

- Course Fee: (insert course fee)
- Airfare or Travel: (delete if not relevant)
- Accommodation: (delete if not relevant, or attending virtually)
- TOTAL: (add up and insert)

For more information about this course, please visit the QUT professional development website (insert course web page URL).

Thank you for considering this request. I look forward to your response or discussing this further with you.

Regards,

(Insert your name)