

Subject: Request for Support to Enroll in the HR Professional Certificate Program

Dear [Supervisor Name],

I hope you're doing well. I'm reaching out to share a professional development opportunity that I'm genuinely excited about, and to ask for your support in pursuing it. I would like to enroll in the [Human Resources Professional Certificate](#) program offered by the University of North Carolina at Charlotte.

Why I'm interested in this program

This certificate focuses on essential HR topics such as recruiting and onboarding, employee engagement, performance management, compensation, and employment law. It's designed to build immediately applicable skills, and its flexible structure would allow me to balance coursework with my existing responsibilities. I see this as a meaningful step in strengthening my ability to contribute to our team and support the people we serve.

How this benefits our team and our goals

One of the things I value most about this program is how directly it aligns with our day-to-day work. The knowledge and tools I'd gain would help me support *[insert relevant project, process, or initiative]*, and I could bring new strategies back to the team right away.

Some specific benefits include:

- Enhancing our ability to *[insert specific need, e.g., "streamline hiring processes," "strengthen onboarding," "improve employee engagement," "support professional growth pathways"]*.
- Bringing updated, research-based HR practices into our team discussions and workflows.
- Helping us work more efficiently and proactively as we move toward our broader team and organizational goals. I would be glad to share insights, resources, and takeaways with the team regularly, so the value extends beyond my individual learning.

What support I'm requesting

To fully participate in the program, I am requesting:

1. Tuition assistance or partial sponsorship (the bundled cost is \$2,422, or \$285 per course).
2. Flexibility with scheduling, if possible, to allow for approximately *[X hours per week]* of coursework.
3. The opportunity to apply what I learn to *[insert specific project]*, allowing us to directly benefit from the program.

Proposed timing

- Target start date: [*Month, Year*]
- Program length: flexible, typically completed within 12 months, depending on pace

Why I believe this is a valuable investment

I'm committed to growing in ways that support our work, and this program would help me contribute at a higher level while strengthening our long-term capacity as a team. I value your guidance and support, and I'd appreciate the chance to discuss how this might fit into our department's development goals.

Thank you for considering this request and for the encouragement and leadership you already provide. I'm looking forward to talking with you about how this opportunity could benefit both my growth and our team's success.

Warmly,

[Your Name]

[Your Title]

[Department]

Tips for customizing effectively:

- Make the "How this benefits our team" section very specific to your organization's current needs and priorities.
- Quantify benefits where possible (e.g., "reduce time-to-hire by X," "improve retention by Y%," "save administrative effort of Z hours per year").
- Be clear about what you are requesting (financial support, time, endorsement) and what you commit to deliver back (applied results, sharing insights).
- Offer to track and report your progress and outcomes—this helps your employer see the value.