Date

## Dear Name of Supervisor,

The prevalence of artificial intelligence, data privacy, and critical societal issues are shining more light on the workplace than ever before, illuminating topics ranging from employee mental health to remote and hybrid work, from diversity, equity, and inclusion to talent attraction and retention.

I would like to meet with you to discuss an upcoming professional development opportunity that will expand my skills and knowledge in these areas and lead to better results for our clients/employees/students, etc.

The [Society for Industrial and Organizational Psychology](https://sioporga.kinsta.cloud/) will offer relevant and valuable content as part of its [2025 SIOP Annual Conference](https://sioporga.kinsta.cloud/events/the-annual-conference/) in April. This year’s robust educational offerings include hundreds of live in-person sessions and posters, plus the exhibit hall and abundant networking opportunities.

As an attendee, I would learn best practices and gain valuable insights from notable leaders in the field. The following are just a few of the industry leaders, organizations, and/or sessions that would support my work here:

* Example 1
* Example 2
* Example 3

The conference will take place April 2-5, 2025, in Denver.

I have attended the SIOP Annual Conference in the past and have found significant value in its scientific content, diversity of perspectives and topics areas, and blend of science and practice. **OR** I have not attended the SIOP Annual Conference in the past but know others who have found significant value in its scientific content, diversity of perspectives and topics areas, and blend of science and practice. I would appreciate the time to discuss this development opportunity and how you can support my attendance.

Sincerely,

Full Name  
Title