

Ninth Annual Native American Human Resources Conference
Letter to Manager
<Date>



Dear <supervisor's name>,

I would like to represent our <tribe/organization> at Native Nation Events' Ninth Annual Native American Human Resources Conference on January 27-29, 2019 at the Westin Mission Hills Golf Resort & Spa in Rancho Mirage, CA. Attending this conference will allow me to participate in a variety of educational sessions and give me opportunities to network with other HR professionals, tribal leaders and decision makers, and leading industry professionals from throughout the country.

The conference features an impressive program that will assist in facilitating dialogue between tribes and professionals, with sessions on The Affordable Care Act, employee engagement, legislative updates, creating benefits strategies, the impact mental health is having in the workplace, hiring and onboarding essentials, workplace violence training and much more! There is also a hands-on, interactive Pre-Conference Workshop exclusively designed for experienced HR Directors and Executives. The conference provides a unique opportunity to discuss real-life scenarios and find the most effective ways to manage tribes and enterprises.

This program is also pre-approved for recertification credit hours through the HR Certification Institute.

A detailed cost breakdown is included below:

- Roundtrip Airfare: \$XXX
- Registration Fee before July 31, 2018: \$595
- Registration Fee between August 1 and October 31, 2018: \$695
- Registration Fee after November 1, 2018: \$795
- Hotel: \$219 per night plus tax
- Meals Included:
 - Monday breakfast and lunch
 - Tuesday breakfast and lunch
- Total cost associated with attending this conference: \$XXX

The value gained by my attending this conference is sure to be evidenced by the information I am able to bring back to the tribe/organization to share and implement.

I appreciate your consideration of this request.

Sincerely,
<Your name here>