**To:** [Supervisor's Name]

**From:** [Your Name, Title]

**Subject:** 2020 UW-Madison Employee Career Conference

**Date:** March 11, 2020

**Location:** Union South   
  
Dear [Supervisor's Full Name],

Thank you for consideration of my attendance at the 2020 UW-Madison Employee Career Conference. UW-Madison is hosting their Symposium at Union South on March 11, 2020.

**About the Symposium**I would like to take a more active role in managing my career at UW–Madison, this conference is a great place to start. “Construct Your Career at UW” is open to all UW–Madison employees. The conference is designed to support my career development by providing useful tools, inspiration, and helpful resources. No matter what career stage, you’ll find conference workshops that meet your needs. I can learn how to assess where I am now, build a career plan, execute that plan, or continue building within my current role. The university is committed to helping every employee, regardless of position, find ongoing professional opportunities and career satisfaction at UW–Madison. This conference will help me explore your career path while I continue your UW–Madison employment. My attendance at this event will provide invaluable support to helping us create a healthy, inclusive and engaging culture at [UNIT NAME].

My request for sponsorship includes the following expenses for registration and approval:

* Registration Fee: $25
* Support to attend during the work day

Thank you for your consideration of my request to attend the UW-Madison Employee Career Conference. I look forward to your decision.

Kind regards,

[Your Name, Title, Department]