***Convince Your Boss Letter Template***

***Copy, Paste, and Edit as You Need to Email Your Boss!***

Dear [boss/manager name],

I would like your approval to attend **PayrollOrg’s** **43rd Annual Payroll Congress, 13-16 May 2025,** at the **Gaylord Palms Resort and Convention Center in Orlando, Florida (Kissimmee), USA.**

**How does this conference differ from other conferences?** – This conference is the largest annual payroll conference, offering world-class training with over 100 workshops in a variety of education tracks, including late-breaking legislative and regulatory updates, payroll management and operations, benefits and compensation, global payroll, technology, and professional development with a Leadership Excellence Series. One topic covered by a keynote speaker is the future of work and pay.

**Why should I attend?** – This conference will offer me the opportunity to network with payroll professionals, local chapter members, representatives from leading-edge companies, industry experts, and dynamic keynote speakers. I will also learn about cutting-edge products and services at the world’s largest Expo that are shaping the industry.

**What will I take away from this conference?** – In addition to connecting with hundreds of the most ambitious and intelligent payroll professionals, I believe the training and insights will energize and better prepare me to support our organization with an understanding of new payroll technologies and regulatorychanges.

**What are the advantages for our organization?** – This event will allow me to build a personalized educational program tailored to our organization’s needs. Here are a few advantages:

* Increase my abilities in identifying compliance issues and resolving them before our organization is subject to penalties
* Learn best practices that will help improve internal controls, procedural efficiencies, and payroll accuracies
* Become familiar with the latest payroll products and services that could be of use to our organization in the future
* Build my professional contacts by attending workshops and networking events like the Chapter Exchange with payroll professionals from over 100 local chapters
* FREE access to [**Virtual Congress & Expo**](https://ebiz.payroll.org/ebusiness/Education/ViewCourse.aspx?CourseID=80) in July (and on demand until October) with additional educational sessions that are presented which provide up to 14 RCHs

**Summary of costs**

|  |  |
| --- | --- |
| **Item** | **Expenses** |
| Conference fee, includes three lunches, two cocktail receptions, and one dinner | $2,210 (PayrollOrg member rate) |
| Hotel | $822 ($274 per night by April 18, 2025) plus applicable taxes and fees |
| Airfare and Travel | $300 - $600 |
| **Total** | $3,332 - $3,632 |
| **Creating a network of payroll peers** | Priceless |

[If you are not already a PayrollOrg member, include this section in your letter.]

Another exciting benefit of registering for this conference – I will receive a **FREE, one-year** [**membership**](https://www.payroll.org/membership/all-member-benefits) **to PayrollOrg** (a $334 value)! This will include access to:

* **Discounts on all PayrollOrg** **training** classes, conferences, webinars, web-based programs, online training, and publications
* **Free members-only webinars, eBooks, and events**
* The **latest payroll information**, compliance news, updates, and podcast episodes
* **An online community** of more than 30,000 payroll peers worldwide to network and receive answers to my tough payroll questions through **The Payroll Community**
* **Training specific to earning payroll certification credentials** (Fundamental Payroll Certification (FPC)/Certified Payroll Professional (CPP)); certified members receive 3 Recertification Credit Hours (RCHs) for each year of membership they complete
* **Volunteer opportunities** by joining **committees and task forces** and teaching the **Money Matters program** for teens in our community

I appreciate your consideration of my request. Please take a moment to look at the Payroll Congress website — [PayrollCongress.com](https://www.payrollcongress.com/) — for an overview of the event and covered topics. I could not be more excited to attend, and I’m certain this opportunity will be one of the best investments for myself and the entire organization.

Thank you for your time.

Yours truly,

[YOUR NAME],

a payroll professional, passionate about developing new skills to improve our team

*Updated 19 March 2024*