**SAMPLE APPRECIATION LETTER**

Memorandum

**To:** [name of your manager and/or person who approved your request to

attend Payroll Congress]

**From:** [your name here]

**Date:** [fill in as appropriate]

**Re:** Return on Training Investment

Thanks to your support, I recently attended **Payroll Congress** in Orlando, FL. At this four-day conference, I learned a great deal that will benefit our operations, and I’d like to share a few highlights.

From government officials and industry experts, I heard the most recent legislative and regulatory compliance updates, which will protect our payroll operations from potential noncompliance penalties. I learned about new and emerging payroll technologies that can improve productivity and cost-effectiveness, as well as a number of trending challenges for payroll professionals and the solutions being implemented. I am examining these new practices to see what may apply to our operations.

[Insert an example of what you learned]

As a Payroll Congress attendee, I have online access to all handouts from the conference workshops and have pulled all the relevant material together as a department resource. I will also be attending **Virtual Congress & Expo**, 9-10 July, for more education and networking opportunities. This is included as part of my Payroll Congress registration and is available on demand until 10 October.

Thank you for allowing me to attend PayrollOrg’s Payroll Congress and for supporting my continuing education. I assure you that what I have learned and the contacts I have made will help support our continued payroll compliance and the cost-effectiveness of our operations.

OR

Thank you so much for sending me to **Payroll Congress**. Being new in payroll, I was able to gain a great amount of information in each one of the workshops I attended. With this training, I will feel confident handling the everyday tasks given to me in the [enter the name of the department you work in]. The speakers at the workshops were very helpful in [enter workshop topic and why it was helpful]. I view my time at the Payroll Congress as a positive turning point in my career.

*[Feel free to shorten or otherwise adapt this memo to fit your needs.]*