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Dear [Mr./Mrs. Last Name],

Thank you for allowing me to attend the Society for Human Resource Management (SHRM) Annual Conference & Exposition this year. It means a lot to me to work for a company and a boss that supports professional development opportunities like this. I learned quite a few things at the conference that will be helpful as I work toward accomplishing the goals set for the human resources department for next year. For example, I now have a clearer understanding of key legislative changes that took place over the past year as well as what is on the horizon. This will be very helpful as I focus on updating our employee handbook, which is a key goal for next year. I can't thank you enough for providing me with this opportunity.

Sincerely,

[Your signature]