Subject: Request to attend Re-Entry Employment Specialist Certification workshop

Dear <supervisor’s name>,

I would like to attend the Re-Entry Employment Specialist Certification workshop on <insert date> from <insert time>. Over 30 organizations and agencies have attended including nonprofits, schools, police departments, and state agencies. What I learn in the workshop will be directly applicable to my work on the <project(s) you are working on>.

The Re-Entry Employment Specialist (RES) Certification workshop walks through all the points where a justice-involved individual interacts with an advocate. We’ll look at services that can/should be provided before they’re released from prison, assessment methods different organizations/agencies can use, how to address barriers, how to help them obtain and retain employment, and how to bring employers onboard throughout the process. Even though the trainers will have plenty of information and suggestions on these topics, the real benefit comes from listening to the other organizations/agencies at the workshop about their experiences and practices.

The class will be filled with professionals from 19 to 39 different organizations and agencies across the region. It’s all done with 3 main objectives in mind: First, to provide me with a much better understanding of the justice-involved population and how I can help them. Second, to help me build a close connection with people in other organizations that I can collaborate with on future projects and cases. Finally, to motivate and inspire me to bring what I learned and the connections I made back here so that we can be more effective at reaching our goals.

Before you start worrying about cost, the workshop and certification is absolutely FREE and I will also be receiving HRCI and SHRM training credit for attending as well. The workshop was originally created by the National Institute of Corrections and given freely to organizations to implement, so Moore Norman is also freely providing it.

Thank you for considering me to participate in this exciting and beneficial training. I am eager to attend and bring what I learned back to <organization or agency name> so that we can all benefit from it.

I look forward to your reply.

Sincerely

Insert Name Here