*Template for requesting reimbursement of your CPHR Manitoba membership fees from your employer.*

Dear Mr./Ms LastName,

The purpose of this letter is to request {company name} sponsor my membership with the Chartered Professionals in Human Resources (CPHR) Manitoba.

CPHR Manitoba is the exclusive certifying body in Manitoba for the nationally recognized CPHR designation - the leading standard for HR professionals in Canada. The CPHR demonstrates HR expertise, experience and ethical management of today's human capital.

With more than 1,600 members, CPHR Manitoba is the professional association dedicated to strengthening the human resources profession and upholding the highest standards of practice in our province. As a member, I would be required to adhere to CPHR Manitoba’s Code of Ethics & Rules of Professional Conduct, which sets out the ethical standard for the human resources profession. If a member does not abide by the Code of Ethics & Rules of Professional Conduct, members of the public may make a formal complaint to the Complaints and Investigation Committee of CPHR Manitoba, care of the CPHR Manitoba CPHR Registrar.

Competitiveness is key to Canadian business today. CPHR Manitoba links members, businesses, and the general public to important HR issues and trends that are occurring provincially, nationally, and globally. All of the association’s publications, programs and events are based on nine key competency areas of HR, including strategy, engagement, and total rewards.

I would have the opportunity to advance and expand my professional knowledge and practice across these competency areas, offering {company name} the most current, evidence-based practices and technologies.

CPHR Manitoba members-only benefits and access also include:

* Opportunity to pursue the Chartered Professional in Human Resources (CPHR) designation
* Professional Mentoring Program as either a mentor or mentee
* Member pricing and discounts on workshops, seminars, job postings and special events such as the annual Conference
* HR Toolkit - A collection of more than 650 forms, templates and checklists that can be downloaded and customized
* Weekly e-newsletter and bi-annual HRmatters magazine mailed directly to members

The projected cost for my CPHR Manitoba membership is $$$ which is comparatively less than the cost of membership in similar professional associations.

By supporting my CPHR Manitoba membership, you are driving business excellence for {company name}.

Should you wish to learn more, I invite you to visit CPHR Manitoba’s website: [www.cphrmb.ca](http://www.cphrmb.ca). Thank you for your consideration.

Sincerely,