



SAMPLE APPRECIATION LETTER

Memorandum

To: [name of your manager and/or person who approved your request to attend Congress]

cc: Finance

From: [your name here]

Date: [fill in as appropriate]

Re: Return on Training Investment

Thanks to your support, I recently attended the **American Payroll Association's 37th Annual Congress**. At this four-and-a-half-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 got the very latest legislative and regulatory compliance updates, which will protect our payroll operations from potential noncompliance penalties.

I learned about new methods and technologies that could improve the productivity of our staff and the cost-effectiveness of our processes. I am examining these new practices to see if any would be appropriate for our payroll department.

I networked with payroll professionals who work in comparably sized companies and in similar operating environments. These informal discussions provided some valuable success stories and lessons learned that could help us save time and money. I will study them to see how they may apply to our operations.

[Insert an example of what you learned]

As a 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, which will help us keep our payroll operations running smoothly.

Thank you for allowing me to attend APA's 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 the APA Congress. Being new in payroll, I was able to gain a great amount of information in each one of the workshops I attended. Now I won't feel so overwhelmed by the everyday tasks given to me which I knew so little about. The speakers at the workshops were very helpful in simplifying direct deposit processing, multi-state taxation, and the accounting side of payroll. I view my time at the APA Congress as a positive turning point in my career.

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