

# 4<sup>TH</sup> ANNUAL GLOBAL PAYROLL MANAGEMENT FORUM

## Sample Appreciation Letter

### Memorandum

**To:** [name of your manager and/or person who approved your request to attend Global Payroll Management Forum]

**cc:** Finance

**From:** [your name here]

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

**Re:** Return on Training Investment

Thanks to your support, I recently attended the **Global Payroll Management Forum**, presented by the **Global Payroll Management Institute (GPMI)**. At this four-and-a-half-day conference, I learned a great deal that will directly benefit our organization's bottom line.

Presented in cooperation with the American Payroll Association's Annual Congress, this unique Forum provided timely compliance education that will assist us as we support and expand our global payroll operations.

I attended insightful workshops that covered many aspects of global payroll including deployment strategies, compliance, and regulations. In addition, country-specific sessions deepened my understanding of the unique employment laws, banking relationships, labor customs, and culture of each country.

I networked with global payroll professionals from several countries. 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 global operations.

[Insert an example of what you learned]

Thank you for allowing me to attend GPMI's Global Payroll Management Forum 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.

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