Manager 101 Reimbursement Request

Dear [Boss's Name],

I recently enrolled in a professional development course titled "Manager 101" to enhance my managerial skills and abilities. The course offers an extensive range of benefits, including improved team performance and collaboration, and is already contributing significantly to our team's and the organization's success.

Here are some examples of the improvements I’ve made since beginning the program:

* Reset working relationships with my team to improve our communication.
* Learned strategies to provide feedback and manage my team’s performance.
* Developed a playbook to delegate to ensure my team understands and can execute on key projects.

Considering the benefits of this training, I kindly request your consideration for reimbursement of the course fee, amounting to [$Insert]. I am confident that the knowledge and skills acquired from this course will not only bolster my professional growth but also have a positive ripple effect on the entire team.

Thank you for considering my request. I am happy to discuss this further or provide additional information to support this investment.

[Your Name]

P.S. We should consider offering this program to other managers in our organization. They have organizational discounts and toolkits available for running follow-up cohorts, which could really make an impact across our team and the whole organization.