

Letter to Employer

Here's a sample letter you can modify to share with your employer to request support for your participation.

To: Human Resources (or appropriate title)

From: [Your name and title]

Subject: Professional Development – SistahBoss Leadership Advance Cohort

Date: [Date]

SistahBoss is a learning and support community for African-American women working in (or aspiring to) leadership roles, offering professional development and mentoring/coaching customized to the unique experiences of Black women. SistahBoss Leadership Advance (<https://www.sistahboss.net/leadership-advance>) is a six-month cohort experience curated specifically for black women, designed to build connections, and increase leadership effectiveness. Through 4 in-person workshops and 2 facilitated virtual sessions, the cohort will develop leadership skills and practices with intentional focus on personal and professional growth.

Program participants will benefit from:

- Training modules customized for the unique needs and realities of Black women leaders at all levels and across all business sectors.
- Safe space for self-reflection, relationship-building, and resource sharing.
- Peer learning and facilitated discussion forums
- 14 hours of personal/professional development investment

I believe that supporting my participation in Leadership Advance will provide me with the resources and tools necessary to further my professional development while gaining leadership skills and knowledge I can use to advance our organization.

(Highlight a particular session that would be valuable to your position and your organization.)

I would like to discuss the request and answer any questions you may have. I am confident that participating in the SistahBoss leadership Advance cohort would benefit the organization and my job performance.