Dear [Manager’s Name]-

I would like to express my interest in attending the HR and Organisational Performance workshop scheduled on 06 & 07 June 2018 at Hilton Sydney.

The workshop is two days of intensive, hands-on learning which will cover important topics such as strategic alignment, high performance, employee experience, culture and organisational capability. The total integration of these topics will translate to high performance and the achievement of strategic objectives.

Here are a few notable aspects of the workshop:

* The primary focus area is on strategic alignment and the implementation of better HR programs that support business objectives.
* Participants will explore, share and discuss practical ideas on improving employee experience and enhancing performance.
* The importance of culture is discussed at length. The workshop will look at different elements that support the intended culture along with values and processes that support it.
* Organisational capability in terms of business continuity and competitive advantage is another key topic that will be explored.

I have attached a brochure that provides additional information on the topic. I look forward to receiving your approval to attend the workshop.

Thanks,

[Your Name]