**Employee Funding – Full member letter**

*Instructions: Download and customise your letter before sending it to your manager or budget holder.*

**Subject** *(optional)*: **Funding request: APM Full membership for [Your name]**

Dear [Manager’s name]

To support our delivery goals this year, I’d like to join the [Association for Project Management (APM)](https://www.apm.org.uk/?utm_medium=digital&utm_source=letter&utm_campaign=employer_funding&utm_content=full_apm_website) as a [Full member](https://www.apm.org.uk/membership/full-member/?utm_medium=digital&utm_source=letter&utm_campaign=employer_funding&utm_content=full_membership) with funding support from [Company]. APM is the only chartered membership organisation for the project profession.

Full membership recognises professional experience with the MAPM post nominals. It also provides the tools to apply best practice on our projects. This includes access to digital knowledge resources and templates, selected discounts and preferential rates across APM events, qualifications and publications, plus member tools to plan, track and evidence CPD.

All of this supports a clear pathway towards becoming a Chartered Project Professional (ChPP).

**Here’s how I’ll put it to work:**

*[This is a suggested plan. Please edit to reflect current priorities or remove if not relevant].*

* **First 90 days:** Complete the *APM Competence Framework* self-assessment, set a CPD plan and apply guidance on [priority topic] to [project].
* **By six months**: Join a mentoring pairing and share key learnings from an event or webinar with our team.
* **By year-end:** Evidence uplift against my professional development goals and propose two improvements to our delivery approach based on APM research, events and webinars.

**Benefits for [Company]:**

* **External credibility and assurance** – MAPM post-nominals signal a recognised standard and reinforce our organisation’s professional reputation.
* **Capability across the project lifecycle** – structured development and practical tools that can be applied to live projects.
* **Maximises learning and development investment** – membership resources cover core development and current practices, freeing budget for specialist training.
* **Upskilling** – mentoring, networking and events, and support my pathway towards becoming a Chartered Project Professional (ChPP).
* **Audit-ready, consistent delivery** – shared standards and language improve governance, handovers and project assurance.
* **Faster knowledge transfer** – peer-to-peer learning spreads good practice and accelerates problem-solving across teams.

***Sam McDonough, Transport for London***

*“Before TfL joined APM, we were in pockets. Now we’re one project management community - with shared standards, shared goals, and the skills to deliver.”*

***David Shearer, Stantec***

“We’re pushing the Competence Framework and trying to get our PMs to self-check where they are, identify gaps, so that as a business, we can help them fill those gaps and move towards full membership… ultimately MAPM, ChPP after their name.”

***Pete Lock, Ocado Technology***

“We support our project professionals with structured development from day one -apprenticeships, APM qualifications, and a clear pathway to chartership.”

The annual fee is £207. Payments are typically made via card or expenses reimbursement. I’m happy to manage the admin and report progress quarterly.

To bring the impact of membership to life further, I’ve attached a one-page business value summary, along with supporting member and employer testimonials.

Please let me know if you’re happy to proceed, or if a short discussion would help.

Kind regards

[Your name]
[Job title] [Department]
[Contact details]