**Employee Funding – Associate Letter**

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

Subject (optional): **Funding request: APM Associate 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](https://www.apm.org.uk/?utm_medium=digital&utm_source=letter&utm_campaign=employer_funding&utm_content=associate_apm_website) (APM) as an [Associate member](https://www.apm.org.uk/membership/full-member/?utm_medium=digital&utm_source=letter&utm_campaign=employer_funding&utm_content=associate_membership) with [Company]’s funding. APM is the only chartered membership organisation for the project profession.

Membership will provide me with structured CPD aligned to the *APM Competence Framework.* It will also provide access to practical tools, a range of in person and online events, and industry-leading resources. In addition, it offers opportunities to connect with mentors and peers tackling the same delivery challenges.

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 improvements to our delivery approach, based on the latest best practices from APM research, the mentoring programme, events and webinars.

**Benefits for [Company]:**

* **Capability across the delivery lifecycle** – structured development and practical tools that can be applied to live projects.
* **Consistency and assurance** – APM-aligned standards and language strengthen governance, handovers and audits, with external validation from the chartered body.
* **Maximise learning and development budget** – membership provides year-round access to learning resources, events, and guidance, freeing budget for specialist training.
* **Upskilling** – visible career investment, mentoring, and networks that support progression and performance, underpinned by best practices and research.
* **Mentoring and peer-learning culture** – members share lessons learned and accelerate 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.”

***Saja Resheidat, AtkinsRéalis***

*“I joined APM to formalise my commitment to excellence in project management.”*

***Murray Ross, Global Practice Leader, AtkinsRéalis***

*“Membership is a tangible and clear roadmap for professionalising your people.”*

The annual fee is £163. 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]