

Reimbursement Request

To _____,

This year, from {insert start date} to {insert end date}, I plan to enroll in the 4-week, online Mindful Return course led by Lori Mihalich-Levin, JD, author of *Back to Work After Baby*, in which I will learn more about strategies I can use to balance my professional life with my responsibilities as a new parent.

As a {title} at {company} and a {mother/father} of {# of children}, I am fully committed to achieving success both in the workplace as well as providing a loving and nurturing environment for my child{ren}. I am writing to request reimbursement for this course expense, as a part of my ongoing career development.

Here is some data that may prove helpful in making a reimbursement decision: Of the **71%** of American mothers working full time with children under the age of 18, studies have shown that only **66%** decide to return to work after parental leave. The Mindful Return parental leave courses provide foundational skills that benefit the overall mental health of parents, as well as encourage a healthy work-life integration. The employee retention results of participants in the Mindful Return program are also illustrative: during the 5 -year period from January 2015 through December 2019, **85%** of the 1,000 Mindful Return course participants were still at the same employer as when they took the course, compared to the national average of 66%. In addition, **93%** were still employed in the workforce. Providing reimbursement for this program aligns with our organization's mission of supporting working parents, like me, and our families.

I am requesting reimbursement of \$399 for access to this course. The four-week Mindful Return program provides an online, on-demand, self-paced course that utilizes my free time to focus on building healthy habits while avoiding common new parent pitfalls. By taking this 4-week program, I will learn how to have a calm, peaceful experience when returning to work, brainstorm practical solutions to logistical problems, and turn my {maternity/paternity} leave into a leadership opportunity at work. I will also have access to a course coach throughout the program who will help me work through my specific concerns. Additionally, the course will give me access to a supportive community of working parents from all over the world, which will have a positive impact on my professional life for many years to come.

I would be incredibly grateful if you are able to approve this reimbursement request, to facilitate my return from my parental leave and my future success in my role.

For more information on the benefits of Mindful Return, please review some helpful resources below:

- [Mindful Return Website](#)
- [Mindful Return Course for New Moms](#)
- [Mindful Return Course for New Dads](#)
- [Innovating the Attorney-Parent Experience](#) {if your employer is a law firm}
- [The Pressure is Real for Working Mothers](#)

Thank you for your support and for your consideration of this request.

Sincerely,

_____ {date}