**Mr. \_\_\_\_ January 28, 2016**

Training coordinator

Training and Workforce Development

Massachusetts General Hospital

**Re: Tuition Assistance for MGH employee: \_\_\_\_\_\_**

Dear \_\_\_\_\_\_,

I was recently contacted by **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**, who discovered my company Whole U. (“Professional Development Services”) on the review website Yelp (where I’ve been ranked as #1 Career & Life coach).

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** has shown incredible enthusiasm for registering for the **Whole U.™ Career Development Program**, and this letter confirms her authorization to enroll in the program. I know MGH wishes to “*attract, develop and retain a highly-skilled, diverse workforce through sustainable collaborations*,” and I do believe this Whole U. program will *“directly impact”* her performance.

The five-week Whole U.™ program consists of customized one-on-one coaching sessions that help individuals develop skills in a variety of areas, including:

* Positive thinking
* Clarity of purpose
* Confident communication
* Posture and body language
* Relationship building and
* Better understanding and ability to leverage strengths and skills

My understanding is that **\_\_\_\_\_\_\_\_\_\_\_\_** would like to pay for the $2000 course using MGH’s generous $2K tuition reimbursement. **\_\_\_\_\_\_** has taken great initiative to research and **ensure that Whole U. services fit with MGH policies**, and would like to spend her year’s allowance on this program**.** I would be happy to speak with you further to answer any questions about the fit of this program. (I should also mention: I see that **Jewish Vocational Services** is one of your partners. JVS has paid for an employee to have a Whole U. session, and you may wish to seek a reference from them.)

Sincerely,



**Shannon O’Brien, MA, Ed.M**

Founder, Whole U., LLC