

Company

Contact person

Address

(Please adjust according to recipient)

8. April 2014

Our offer: Support on your way to a certification as Project Management Professional (PMP®)

To whom it may concern *(Please adjust according to recipient)*,

Being an experienced project manager in our company who has already led many projects from beginning to end, we would like to offer you to substantiate this experience with an adequate certification.

A certification is an acknowledgement of your level of knowledge. It represents the abilities you have gathered and your commitment to stand up for our profession and uphold professional ethics and morale.

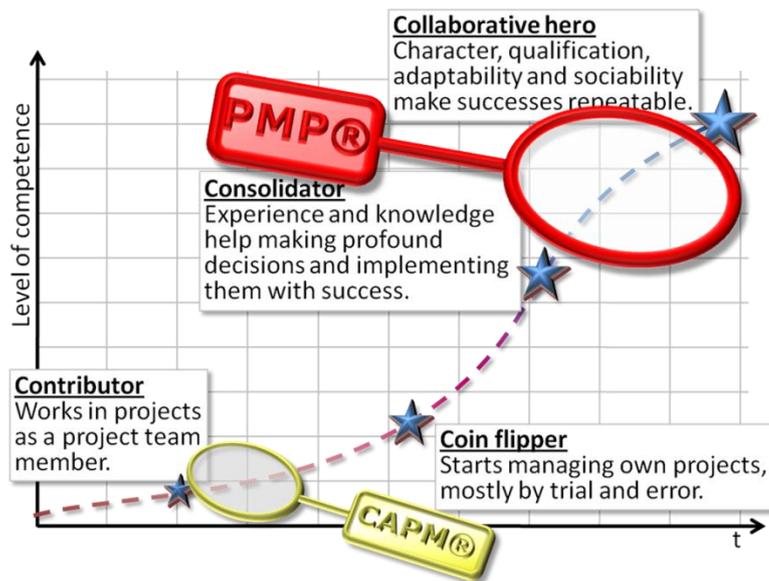
It also shows that you can prove a certain level of experience in this area, as this is a prerequisite to be admitted to the exam. Additionally, through the stage of intensive preparation a certification examination requires, you will be able to profoundly intensify and expand your present knowledge.

As a company, we have decided that you should strive for the Project Management Professional (PMP) certificate, offered by Project Management Institute on a global scale, for the following reasons:

- Project Management Institute (PMI) is the largest international association of project management experts. Since they decided in 1998 to offer the PMP credential not only in the U.S., the number of certified individuals has risen continuously.
- The PMP certificate has thus gained a high level of recognition, a fact from which our organization can benefit greatly.
- PMI is striving to ensure high quality in the exam design. The PMP certification process follows the norm ISO/IEC 17024.
- A successfully earned certificate demonstrates that skills and knowledge with leading project teams and reaching project objectives within time, cost, and resource limits have been proven.
- On the path that professionally operating project managers follow, they cover various steps. The PMP exam is a very helpful companion during the last step:

This letter template has been provided by Oliver F. Lehmann, PMP, www.oliverlehmann.com.

Please feel free to use it to promote PMP certification inside your organization.



The preparation period for the PMP certification will give you the opportunity to reflect on your own way of working and successes and failures in the past as well as consolidate your experience. A credential will make this process visible. In our opinion, an internationally acknowledged certificate is the best means for employees of our company to go about this.

Since each certified employee increases the value and reputation of an organization, our company will benefit from the skills and knowledge gathered during your exam preparation.

Therefore, we would like to support you on your way to a certified Project Management Professional. Please contact _____ for further information.

Kind regards,