***Prospective new members can customize this letter to help them make the case of AAOHN membership to their supervisor or employer. Please use this letter as a template and customize it as you see fit to align with your employer, company culture, etc.***

**To:** <insert supervisor name>  
**From:** <your name>  
**Date:** <insert date>

**Subject:** Membership the American Association of Occupational Health Nurses (AAOHN)

Dear <insert supervisor name>,

As you know, occupational health nurses are on the front lines empowering our workers to do their jobs safely, stay healthy and return home better than they came to work. We are constantly advocating for healthy decisions and preventative care to avoid emergency situations from happening. After much consideration, I would like your support and approval for joining the American Association for Occupational Health Nurses (AAOHN). Belonging to this professional association is critical for supporting a healthy bottom line for our company.

Through my membership, I will gain access to free and discounted education resources that will help me do my job better. The organization’s live and recorded webinars, education courses and peer-reviewed journal will help me stay on top of the latest regulations, health trends and best practices.

As an AAOHN member, I will have the opportunity to leverage a community of 4,000+ occupational health nurses to exchange best practices and share resources. I can tap into this supportive community for advice when implementing a new idea or discuss their experience with a certain subject matter. Learning from my peers will have a positive impact not just on me, but will have a positive impact on our organization by saving time and money.

[OPTIONAL: This section can be added to or removed] I recently attended a local AAOHN chapter event and my experience with this organization was incredible. I had the opportunity to meet several local occupational health nurse professionals who have already inspired me to <insert 1-2 challenges/opportunities/ideas you took away from AAOHN>.

* Met X fellow occupational health nurses
* Learned about XX
* Was challenged to think differently about X

My national membership in AAOHN will cost $165 per year. <OPTIONAL: add state and local chapter dues, if applicable. Varies by chapter.> To learn more about AAOHN’s mission, vision, and membership benefits, visit aaohn.org.

After a year’s worth of membership and taking advantage of these great opportunities, I will be more than happy to provide a summary of my key takeaways and recommended actions.

I appreciate your consideration and look forward to discussing it with you further.

Sincerely,

**<Your name here>**