

PER supervisors

letter template

Below is some guidance to support you when contacting your PER supervisor to sign off on your experience and professional achievements. Use all or parts of the text below by cutting and pasting into your document as required.

I am in the process of applying for CIMA® membership. I have to prove that I have three years in a relevant role, have demonstrated the core activities and developed the skills and behaviours that make up the professional achievements required for CIMA membership.

As you oversaw my role at [insert company name], I would be grateful if you would be my practical experience requirements (PER) supervisor. Please review my application and sign off the experience and/or achievements I am recording for that role. If you would complete the appendix form, sign and return it to me as a PDF document so that I can send it with my membership application, I would appreciate it.

Please note this is a new PER application process for membership assessment for CIMA so the criteria and format for this assessment may be different from what you have seen in the past for any other CIMA membership applications you have signed off on.

More information about the new PER application process, including guidance and FAQs specifically for PER supervisors, is available on the CIMA website at cimaglobal.com/Studying/Becoming-a-cgma/Practical-experience-requirements/

Many thanks for your support.

Regards,