

Skills Training Reimbursement Acknowledgment

Date: [Insert Date]

To: [Employee's Name]

[Employee's Address]

Dear [Employee's Name],

We are pleased to acknowledge your participation in the skills training program that took place from [start date] to [end date]. This initiative is a crucial part of our commitment to personal growth and professional development.

As per our company policy, we are happy to confirm that your expenses related to this training will be reimbursed. Please find below the details of your reimbursement:

- Training Program: [Name of the program]
- Total Cost: [Amount]
- Reimbursement Amount: [Amount]

Thank you for your dedication to enhancing your skills and contributing to the success of our team. Should you have any questions regarding this reimbursement, please feel free to reach out to HR.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]