

Employee Training Nomination

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Nomination for Employee Training - Customer Service Excellence

Dear [Manager's Name],

I am writing to formally nominate [Employee's Name] for the upcoming Customer Service Excellence training program scheduled on [Training Dates]. This training is essential for enhancing our team's customer service skills and ensuring we meet our clients' needs effectively.

[Employee's Name] has consistently demonstrated a commitment to providing outstanding service. Their ability to resolve customer issues efficiently and with a positive attitude makes them an excellent candidate for this program.

Investing in [Employee's Name]'s development will not only benefit their professional growth but will also contribute significantly to our team's performance and customer satisfaction levels.

Thank you for considering this nomination. I believe that [Employee's Name] will greatly benefit from this training and, in turn, our team and customers will benefit as well.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]