

# Training Nomination Letter

Date: [Insert Date]

To: [Recipient's Name]

Subject: Nomination for Project Management Certification Training

Dear [Recipient's Name],

I am writing to formally nominate [Employee's Name], [Employee's Position] in our [Department Name], for the upcoming Project Management Certification Training scheduled for [Training Dates]. This program is critical for enhancing our team's project management skills and aligning with our organizational goals.

[Employee's Name] has demonstrated exceptional performance in their current role, especially in [mention specific skills or projects]. I believe that by attending this training, they will gain valuable knowledge and tools that will directly benefit our ongoing and future projects.

Thank you for considering this nomination. I am confident that [Employee's Name] will make the most of this opportunity and contribute positively to our team and organization.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]