

# Employee Training Nomination

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Nomination for Employee Training Program

Dear [Manager's Name],

I am writing to formally nominate [Employee's Name] for the upcoming [Training Program Name] scheduled for [Dates of Training]. This program focuses on enhancing [specific skills or competencies] which are critical for our current projects and future goals.

[Employee's Name] has demonstrated [mention any relevant contributions or skills], and I believe that participating in this training will significantly enhance their abilities and contribute to the team's success.

The training is a valuable opportunity for [Employee's Name] to gain new insights and skills that will be beneficial to our department. I fully support this nomination and encourage you to consider their participation.

Thank you for considering this nomination. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]