

Employee Training Nomination

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Nomination for Technical Skills Upgrade Training

Dear [Recipient's Name],

I am writing to formally nominate [Employee's Name] for the upcoming Technical Skills Upgrade Training scheduled for [Training Dates]. This training is an excellent opportunity for our team to enhance their skills and stay updated with the latest technologies relevant to our work.

[Employee's Name] has consistently demonstrated a strong commitment to their professional development and has shown an interest in expanding their technical skills. I believe that participating in this training will not only benefit [Employee's Name] but also improve our team's overall performance.

The training will cover essential topics such as [List Key Topics], which will be invaluable for our ongoing projects and initiatives. I am confident that [Employee's Name] will bring back valuable insights and skills that will contribute to our success.

Thank you for considering this nomination. Please let me know if you need any further information.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]