

Official Sanction for Workshop Attendance

Date: [Insert Date]

To,
[Employee's Name]
[Employee's Designation]
[Company Name]

Subject: Sanction for Attendance at [Workshop Name]

Dear [Employee's Name],

We are pleased to inform you that your application to attend the [Workshop Name] scheduled on [Workshop Date] at [Location] has been officially sanctioned. This workshop aims to enhance your skills in [brief description of the workshop topic].

Please ensure that you complete all required pre-workshop tasks and submit any relevant documentation to your supervisor by [submission deadline].

Your participation in this workshop is important for your professional development and aligns with our organizational goals.

Best Regards,
[Your Name]
[Your Designation]
[Company Name]
[Contact Information]