

Absence Approval for Training

Date: [Insert Date]

To: [Employee's Name]

From: [Manager's Name]

Subject: Approval of Absence for Training

Dear [Employee's Name],

I am writing to inform you that your request for absence from work on [Insert Dates] to attend [Insert Training Name] has been approved. We acknowledge the importance of your professional development and believe this training will enhance your skills.

Please ensure that your responsibilities are managed prior to your absence and communicate with your team members regarding any pending tasks.

We appreciate your dedication and look forward to seeing the benefits of your training.

Best regards,

[Manager's Name]
[Manager's Position]
[Company Name]