

Approval for Employee Skill Enhancement Training

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Approval for Skill Enhancement Training

Dear [Employee Name],

We are pleased to inform you that your application for the skill enhancement training on [Training Subject] has been approved. This training will be held from [Start Date] to [End Date] at [Location/Platform].

We believe that this training will not only enhance your skills but also contribute positively to our team's success. Please ensure that you manage your workload effectively during this time.

If you have any questions or require further information, feel free to reach out.

Best regards,

[Manager/Supervisor Name]

[Title]

[Company Name]

[Contact Information]