

Employee Skill Enhancement Training Sponsorship Offer

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to inform you that, in recognition of your commitment to professional development and your valuable contributions to [Company Name], we would like to offer you sponsorship for the upcoming [Training Program/Workshop Name] scheduled from [Start Date] to [End Date].

This program focuses on enhancing skills in [specific skills or topics], which we believe will contribute significantly to your role as [Employee's Position] and the overall success of our team.

The sponsorship includes coverage of the following expenses:

- Tuition/Registration Fee
- Materials and Resources
- Travel Expenses (if applicable)

In return for this sponsorship, we kindly ask that you commit to sharing your knowledge with your teammates post-training and to remain with the company for a minimum of [time period].

Please confirm your acceptance of this offer by signing below by [Response Deadline]. Should you have any questions, feel free to reach out directly.

We look forward to your continued growth and contributions to [Company Name].

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Employee's Signature] [Date]