

Engagement Offer for Skills Improvement Initiative

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

Dear [Recipient's Name],

We are pleased to extend this engagement offer to you as part of our Skills Improvement Initiative at [Your Company]. Your contributions are vital to our growth, and we believe that enhancing your skills will not only benefit you but also the entire team.

As part of this initiative, we propose the following:

- **Program Duration:** [Insert Duration]
- **Focus Areas:** [Insert Focus Areas]
- **Resources Provided:** [Insert Resources]
- **Mentorship Opportunities:** [Insert Mentorship Details]

We believe that your active participation in this initiative will lead to significant professional growth and success within your role. Please confirm your acceptance of this offer by [Insert Confirmation Deadline].

We look forward to your positive response and are excited about the prospect of working together towards enhancing your skills.

Best Regards,

[Your Signature]

[Your Name]

[Your Position]

[Your Company]

[Contact Information]