

Language Training Authorization

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Employee Department]

Dear [Employee Name],

We are pleased to inform you that your request for language training has been approved. This training is part of our commitment to your professional development and aims to enhance your skills in [specific language].

The details of the training are as follows:

- **Training Provider:** [Provider Name]
- **Duration:** [Start Date] to [End Date]
- **Location:** [Training Location]
- **Cost:** [Training Cost]

Please ensure that you complete the training and provide a report on what you have learned upon completion. Should you have any questions or require further assistance, feel free to reach out to your supervisor.

Thank you for your dedication to your professional growth.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]