

Acknowledgement of Managerial Training Authorization

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally acknowledge receipt of the authorization to participate in the managerial training program scheduled for [insert date]. I appreciate your support and the opportunity to enhance my managerial skills.

This training will be invaluable in helping me develop the necessary tools to contribute more effectively to our team and achieve our organizational goals.

Thank you for your guidance and trust in my professional development. I look forward to applying what I learn during this training.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]