

Approval for Employee Training Program

Date: [Insert Date]

To: [Employee's Name]
[Employee's Position]
[Company's Name]

Dear [Employee's Name],

We are pleased to inform you that your request to attend the [Name of Training Program] scheduled for [Dates of Training] has been approved. This training aligns with our commitment to continuous professional development and will enhance your skills in [relevant skills or area].

Please ensure to complete all required pre-training preparations and submit any necessary documentation before your attendance. If you have any questions regarding the training program, feel free to reach out.

We look forward to your personal growth and contributions following this training.

Best regards,
[Your Name]
[Your Position]
[Company's Name]