

Sanction Letter for External Training Participation

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company/Organization]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to formally sanction your participation in the external training program titled "[Training Program Name]" scheduled to take place from [Start Date] to [End Date] at [Location].

We believe that this training will greatly enhance your skills and knowledge in [mention relevant skills/knowledge], which will be beneficial to our team and organization.

Please ensure that you complete all necessary preparations and report to the training venue on time. We expect you to share your learning experience with the team upon your return.

If you have any questions regarding your participation, please feel free to reach out to me.

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Your Company/Organization]