

## Formal approval for training request

Subject: Approval for Training Participation

Dear [Employee's Name],

I am pleased to inform you that your request to attend the [Name of Training Program] scheduled on [Date] at [Location] has been approved. The management recognizes the value this training will bring to your professional growth and to our organization's objectives.

Please make the necessary arrangements to attend, and ensure that your immediate supervisor is informed about your schedule. The company will cover the costs associated with the program, including registration fees and travel expenses as applicable.

We trust this opportunity will enrich your skills and contribute positively to your performance.

Sincerely,

[Your Name]

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