

Conditional approval for training

Subject: Provisional Approval for Training Attendance

Dear [Employee's Name],

Your request to attend the [Training Program] has been reviewed, and I am granting provisional approval. Please note that final approval is contingent upon the successful completion of your current project deadlines and confirmation of budget availability.

Once these conditions are met, you may proceed with registration. In the meantime, kindly coordinate with your supervisor for scheduling arrangements.

Best regards,

[Your Name]

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