

[Print on Company Letterhead]

[Employee Name and Address]

<<Name of Employee>>
<<Address>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Time Off For Training Acceptance

Dear <<Name of Employee>>,

Pursuant to your application for time off for study/training on <<date>> [and our meeting of <<date>>], we have considered your request for time off for study/training>>.

<<date>> [and our meeting of <<date>>], we have considered your request for time off for study/training>>.

I am pleased to inform you that your study/training >> will take place <<with provider/manager >>. [This will lead to <<relevant period of time>>].

accepted. Your << subject matter of the supervision of << e.g. training provider/manager >>. [This will lead to <<relevant period of time>>].

[For the period of time you take off with your application you will be [paid] OR [unpaid] during the << relevant period of time>> to <<relevant period of time>> detailed in your application.]

accordance with your accepted application you will be [paid] OR [unpaid] during the << relevant period of time>> to <<relevant period of time>> detailed in your application.]

The costs of the training shall be met by the company.

you.>>

Please do not hesitate to contact me if you have any further queries.

other queries.

Yours sincerely,

<<Name & Title>>

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