

[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 training dated <<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 request for time off for study/training >> will take place <<with the supervision of << e.g. training provider/manager >>. [This will lead to the completion of your << subject matter of study/training >>].]

[For the period of time you take off with your supervision in accordance with your accepted application you will be [paid] OR [unpaid] <<subject matter of study/training >>]. We have agreed that you will work flexibly over the << relevant period of time>> to meet the needs of the business as detailed in your application.]

The costs of the training shall be met by the company <<subject matter of study/training >>.

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

Yours sincerely,

<<Name & Title>>