

[Print on Company Letterhead and include Company Name and Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

## Time Off For Training - Invalid Request

Dear <<Name of Employee>>,

Thank you for your request for time off for training. This was received on <<date>>. Unfortunately, this request does not contain the information that is necessary for a valid request as detailed in the Time Off For Training Policy.

[Please find attached the Company's policy on time off for training. Please ensure that you complete the requisite fields.] OR [Please resubmit your application including the following information: <<SELECT information missing from request from the following list>>]  
The application must state that it is necessary for the employee to exercise their statutory right to apply for time off for training; AND/OR  
The subject matter of the proposed training; AND/OR  
Where and when the proposed training will take place; AND/OR  
Who would provide or supervise the training; AND/OR  
What qualification (if any) it would lead to; AND/OR  
An explanation of how the employee's training would improve their effectiveness in the Company's business; AND/OR  
The date of the application; AND/OR  
The date and method of any previous application.

Your request will then be treated as a new application. We will send you a letter of acceptance, rejection or a meeting request will be sent to you within 28 days of receipt of the new application. Should we arrange a meeting to discuss your request, you are entitled to have a colleague accompany you to the meeting. Please let us know if you intend to do this so that the appropriate arrangements can be made.

In the meantime, please do not hesitate to contact us if you have any queries.

Yours sincerely,

<<Name & Title>>