Sample Training Program Approval Letter

[Your Name]

[Your Title]

[Training and Development Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Training Program Coordinator's Name]

[Coordinator's Address]

[City, State, ZIP Code]

Dear [Training Program Coordinator's Name],

Subject: Training Program Approval

I am pleased to confirm that your proposed training program titled "[Training Program Name]" has been approved. Your dedication to enhancing our employees' skills and knowledge is highly commendable.

Please review the attached training program approval details, including training dates, curriculum, and any logistical information. If you have any questions or need further assistance, please contact our training and development department.

We look forward to a successful training program that will contribute to our team's growth and expertise.

Best regards,

[Your Name]

[Your Title]