

Formal Training Proposal Letter for Employee Skill Development

Subject: Proposal for Employee Training Program

Dear [Manager/HR Department],

I am writing to propose a comprehensive training program for our team in [Department/Skill Area].

The purpose of this program is to enhance employee skills, increase productivity, and ensure we stay competitive in our industry.

The proposed training will cover [list key modules or topics], delivered over [duration]. I believe this initiative will result in measurable improvements in both performance and employee satisfaction.

I request your approval and support to implement this training program at the earliest convenience.

Sincerely,

[Your Name]

[Position]

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