

[Print on Company Letterhead and Stamp with Company Name and Address]

<<Name of Employee>>

<<Address>>

<<Address>>

<<Address>>

<<Post Code>>

<<Date>>

## Time Off For Training Acknowledgement

Dear <<Name of Employee>>,

Thank you for your application for time off for study/training. This was received by us on <<date>>.

We will give this request serious consideration. If your request is approved, your request will be received within 28 days of the date of your request. If your request is not approved, you will be notified in writing. If you request a meeting, you are entitled to have a meeting with your manager to discuss your request. Please let me know if you intend to do this so that arrangements can be made.

We will be in touch with you on this date. In the mean time, please do not hesitate to contact me on <<phone number>>.

Yours sincerely,

<<Name & Title>>