

[Print on Company Letterhead]

[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. Unfortunately, this request does not contain the information that is necessary for a valid request as detailed in the Time Off For Training Policy.

...y/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 Time Off For Training Policy. Please resubmit your application including the following information from request from the following list:  
The application must state that it is 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.]

...the requisite fields.] OR [Please resubmit your application including the following information from request from the following list:  
<<SELECT information missing from request from the following list>>  
The application must state that it is 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. A decision on your 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 contact us to arrange appropriate arrangements can be made.

...ceptance, rejection or a meeting to discuss your 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 contact us to arrange appropriate arrangements can be made.

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

... you have any queries.

Yours sincerely,

<<Name & Title>>

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