|  |
| --- |
| Insert logo here |
| Street Address, City, ST ZIP Code  Telephone  Email |

Date

Dear Recipient,

Iam pleased to inform you that the board has approved your request to attend the XYZ Seminar in London, England on the 16th of May. You will be our company's representative at this 3-day event.

Among other employees of the organization, you are a worthy candidate for attending this seminar. The board has based your selection on your qualifications and experience. In addition, you have also shown your own interest in being a part of this event. Your enthusiasm has been taken into consideration by the authorities for the approval of your request.

It is going to be a great learning experience for you. It will certainly be an important upgrade for your CV. The company wants you to share your learning once you return to the office. We are going to organize an official workshop so that you can impart the knowledge gained at the seminar to other employees of the company. This training session is going to be valuable for the overall progress of the organization.

All your travel and accommodation expenses will be reimbursed by the company. You may take your spouse along on the trip. However, the company will not be responsible for any extra expenses.

Kindly contact Mr John of the HR Department for further details.

Your Name

Title

Email