Dear Mr. /Ms. President:

With the thought of achieving greater productivity and efficiency among our employees, I feel that there is a need for some kind of Staff Training and Development on some new techniques and methods of improving product quality and company service.

It has been a long time since we last had this kind of training to improve our employees’ skills and it seems necessary now if we really want to effect positive changes in our revenues and customer ratings.

Attached herewith is the Training Design for your reference in case you agree with this activity.

This Training Design has been carefully laid out in order to bring out the best among our employees and with our company in general. The training design hopes to get your support as the Human Resource Department continues to seek ways and means to help our company as a whole.

I am hoping for your positive response with regards to this.

Thank you very much and good day!

Yours,

Fatima Mason

HR Manager