Date:

Attention to:

Elev8 Asia Sdn Bhd,

B-2-3, IOI Boulevard, Jalan Kenari 5,

Bandar Puchong Jaya,

47170, Selangor.

Dear Ms. Vivian,

Request on Training Program under Penjana HRDF SME Development

I am writing in to request to send my employees to participate in the training courses under Penjana HRDF SME Development conducted by Elev8 Asia Sdn Bhd.

2. The list of the training courses that we are keen to send our employees for training and the details as per below,

|  |  |  |  |
| --- | --- | --- | --- |
| Training Courses | Date | Employee (Full Name as per IC) | Academy Qualification |
| 1. Critical Leadership Thinking Skills
 | 6 &7 Nov 2020 |  |  |
| 1. Strategic Planning & Analytics Skills
 | 11 & 12 Nov 2020 |  |  |
| 1. IR 4.0 Workshop
 | 20 & 21 Nov 2020 |  |  |
| 1. Operational Excellence Through Lean
 | 27 & 78 Nov 2020 |  |  |

3. Seeking for HRDF approval for the training above to upskill and empower the employees of the company.

Kind Regards,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name

Position

Contact Number/email Company Stamp