



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll in the UK HR Employment Law program to further enhance my knowledge in navigating the complexities of UK employment legislation framework and I would like to gain your approval to attend this program. By attending this program, it will strengthen my overall knowledge in the latest development of UK's employment law, encompassing aspects such as employment contract, diversity and inclusion, wages and working time regulations, disciplinary and grievance procedures, and employment tribunal procedures. This program will equip me with the knowledge and tools necessary to ensure compliance with UK employment law, minimize risks, and promote best practices in HR management.

Led by Scott Johnston, seasoned employment law expert and trainer, this program will help me gain critical insights into UK employment law compliance, navigating post-Brexit regulations, and mitigating tribunal risks. I will develop expertise in drafting employment contracts, managing workplace disputes, and ensuring compliance with ACAS guidelines. Additionally, I will enhance my ability to implement fair hiring practices, manage dismissals, and oversee restructuring processes effectively. Some of the key skills this program will bring include:

- UK Employment Law
- Employment Contract
- ACAS Guidelines Application
- National Minimum & Living Wage Compliance
- Grievance Resolution Strategies
- Unfair & Constructive Dismissal Risks
- Misconduct & Gross Misconduct
- Termination & Notice Periods

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this online program, I will be able to contribute even further to our organization's matters concerning employment law. I strongly believe that the key skills that I will gain from this program will also significantly enhance our performance and team credibility.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name