



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

Date

Dear {Manager},

I would like to enroll in the California HR Employment Regulations and US Federal Labor Laws program to further enhance my understanding of California and US employment legislation, as well as labor codes and regulations, and I would like to gain your approval to attend this program. By attending this program, I will gain in-depth, practical knowledge of California's labor laws and their intersection with federal regulations, covering critical areas such as employee classification, wage and hour rules, termination procedures, and workplace investigations. Gaining this advanced legal insight is essential for mitigating risks, ensuring compliance, and protecting our organization from potential litigation.

Led by Eric Steinert, a nationally recognized expert in employment law, this program will provide me with in-depth knowledge of termination and severance protocols, with a particular emphasis on WARN Act compliance. Additionally, it will cover the latest developments in arbitration agreements, confidentiality obligations, and restrictive covenants. I will gain practical insights into wage and hour compliance, termination procedures, and other essential employment laws, equipping me to enhance our HR practices and mitigate potential liabilities. Some of the key skills this program will bring include:

- CA Labor Code & Federal Employment Law
- California Wage & Hour Law Compliance
- AB5 and Worker Classification
- Arbitration and Confidentiality Agreements
- Workplace Investigations and Disciplinary Procedures
- Union Relations and Collective Bargaining
- Policy and Handbook Development

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 virtual training program.

Sincerely,
Your Name