



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

Date

Dear {Manager},

I would like to enroll in the Saudi Arabia HR Employment and Labour Law program to further enhance my understanding of Saudi labor regulations, compliance requirements and HR risk management, and I would like to gain your approval to attend this program. By attending this program, I will enhance my capability to ensure our HR practices remain fully compliant with Saudi employment law, reduce organisational risk, and support our strategic workforce objectives. It will also strengthen my understanding of regulatory updates, employer obligations, and compliance mechanisms that are now essential under the Kingdom's evolving labour landscape.

Led by Rawan Jalal, a highly accomplished HR executive and labour law specialist, this program will provide me with advanced insight into regulatory compliance and HR governance. It covers critical areas including employment rights and employer duties, lawful contract structuring, digital compliance through Qiwa and GOSI, WPS enforcement, expatriate employment rules, Premium Residency implications, and the legal foundations of compensation and benefits. The program also examines workforce restructuring, risk identification, internal audits, and proactive measures to prevent violations and penalties. Some of the key skills this program will bring include:

- Saudization And Nitaqat Compliance
- Employment Contract Structuring And Drafting
- HR Governance And Compliance Frameworks
- Dispute Resolution And Grievance Management
- HR Technology And Digital Compliance Systems
- Expatriate Employment Governance

I believe these skillsets will prove invaluable to me and you can be assured that after attending this online program, I will be better equipped to support our organisation in maintaining full regulatory compliance, strengthening HR controls, and ensuring our workforce policies align with Vision 2030 expectations. The specialized knowledge gained will also enhance our operational integrity, reduce exposure to legal risks, and reinforce our standing with key regulatory bodies.

I look forward to gaining your approval to attend this virtual training program.

Sincerely,
Your Name