



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

Date

Dear {Manager},

I would like to enroll the 2026 Australia Fair Work Legislation and Employment Law program to further enhance my employment law knowledge and I would like to gain your approval to attend this program. By attending this program, it will strengthen my overall knowledge in managing our organization's workplace relation issues in compliance with the latest employment law.

Led by Beverley Honig, an award winning lawyer, this program will help gain an in-depth understanding of the latest and critical amendments to the Australia Fair Work Act 2009 and assist me to implement effective HR policies and procedures that are aligned with Australian employment laws. I will also learn how to handle workplace investigations, manage disciplinary actions, and understand the legalities around employee entitlements and obligations. Some of the key skills this program will bring include:

- Employment Law Compliance
- Workplace Relation
- Australia Fair Work Act 2009 Insight
- Fair Termination and Dismissal Management
- Fair Employee Benefits
- Understanding Employee Rights
- Dispute Management

I believe these skillsets will prove to be 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 employment issues particularly in complying to the Australia Employment Law. It will empower me to establish robust compliance frameworks within our organization, ensuring adherence to all legal obligations and contributing to a fair, equitable, and productive workplace. I strongly believe that the key skills that I will gain from this program will significantly enhance our performance and team credibility.

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

Sincerely,  
Your Name