



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

Date

Dear {Manager},

I would like to enroll in the Ireland Law on Employment Disputes, Termination, Dismissal and Layoff program to further enhance my knowledge in Irish employment law, particularly in managing employment termination, dismissal and layoff process 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 Irish's employment termination laws and dismissal policies, enabling me to formulate stringent policies and robust compliance strategies. This will ensure our organization remains legally compliant and strengthens our overall regulatory framework and corporate position.

Led by Gerard Martin Byrne, a distinguished barrister and employment law specialist, this program will provide me with an in-depth understanding of Ireland's Unfair Dismissals Acts, Redundancy Payments Acts, and Employment Equality Acts, along with key obligations under Workplace Relations Commission (WRC) and Labour Court procedures. I will gain advanced knowledge in managing employee resignations, judicial terminations, mutually agreed separations, settlement negotiations, dismissals for performance or misconduct, and legally protected categories. The program also emphasizes the development of proactive HR governance frameworks that align legal compliance with organisational strategy, ensuring sound decision-making and reduced exposure to disputes. Some of the key skills this program will bring include:

- Irish Employment Legislation
- Lawful Termination and Dismissals Procedures
- Conducting Grievance and Disciplinary Procedures
- Handling Redundancies and Consultation Obligations
- WRC and Labour Court Proceedings
- Developing Legally Compliant HR Policies

I believe these skillsets will prove 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 commitment to implement legally compliant employment dismissal or layoff policies and strategies. I strongly believe that the key skills that I will gain from this program will also significantly enhance our organizational credibility and employee relations.

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

Sincerely,
Your Name