



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

Date

Dear {Manager},

I would like to enroll in the The Law of Employees Dismissal, Retrenchment and Termination in Singapore Program to further enhance my knowledge in managing the process of employment dismissal, termination and retrenchment 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 Singapore's legislation in termination laws and ensure our organization complies with the proper procedures in dealing employment dismissal, termination or retrenchment.

This program, led by Mirza Khaleel Namazie, will provide in-depth understanding of employment legislation and compliance requirements in Singapore related to dismissal, termination, and retrenchment processes. I will learn how to develop mutually beneficial solutions for various termination scenarios, such as dismissal with or without notice, and how to address termination due to unsatisfactory performance while complying with the Singapore Employment Act. This program will also cover key obligations and responsibilities for employers and employee rights as outlined in the Tripartite Guideline. Some of the key skills this program will bring include:

- The Employment Act of Singapore
- Tripartite Guidelines
- Managing Wrongful Dismissal
- Termination Management
- Retrenchment Legislation
- Employment Dispute Resolution
- Employment Claims Act

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 employment dismissal, termination or retrenchment issues particularly in complying with Singapore's Employment Act and Tripartite Guidelines. 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