



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

Date

Dear {Manager},

I would like to enroll in the UK Workplace Mental Health and HR Employment Laws: Legal Obligations, Risks, and Compliance program to further enhance my knowledge in UK employment law, mental-health compliance, and workplace wellbeing frameworks, and I seek your approval to attend this program. By attending, it will enhance my ability to manage complex legal and organisational obligations, improve employee wellbeing, and reduce tribunal and regulatory risk, directly supporting our organisation's compliance and strategic people-management objectives.

Led by Soumya Singh, a highly accomplished global HR and workplace wellbeing strategist, this program will provide me with an in-depth review of current UK requirements in managing workplace mental health and employee wellbeing, including the Equality Act 2010, GDPR, employer duty of care, reasonable adjustments, absence and return-to-work management, confidentiality and occupational-health collaboration, and tribunal risk mitigation. It combines legal clarity with practical tools and case-based learning so I can apply compliant, evidence-based approaches to mitigate risk and build a safer, more inclusive workplace. Some of the key skills this program will bring include:

- UK Employment Law Compliance
- Equality Act 2010
- Employer Duty of Care
- HSE Stress Risk Assessment
- Absence & Return-to-Work Management
- Reasonable Adjustments Implementation

I believe these skillsets will prove invaluable to me, and you can be assured that after attending this virtual program, I will be able to contribute even further to our organisation's HR legal compliance, employee support, and workplace wellbeing frameworks in alignment with UK employment laws and best practices. I strongly believe that these key skills will also significantly enhance our company's operational integrity and workplace culture, ensuring full adherence to legal obligations while promoting a proactive, ethical, and compassionate approach to employee wellbeing.

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

Sincerely,
Your Name