



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

Date

Dear {Manager},

I would like to enroll in the Certified India HR Employment Laws and Labour Codes program to further enhance my knowledge in the Indian labour laws and HR practices and I would like to gain your approval to attend this program. By attending this program, I will gain in-depth knowledge of India's labour laws, including legislations on employment, wages, working conditions, labour welfare, and social security. This advanced knowledge and skills are essential for ensuring our organization meets the highest standards of compliance, mitigates risks associated with non-compliance, and maintains a positive reputation.

Led by Mr. Praful Vayeda, a seasoned human resources and industrial relations expert, this program will provide me with expertise in complying with Indian labour laws and regulations, including the Code on Wages, Code on Social Security, and Occupational Health, Workplace Safety, and Welfare. I will also gain insights on actionable strategies for compliance, risk management, and employee relations, equipping me with the skills to implement effective compliance plans and ensure a positive work environment. Some of the key skills this program will bring include:

- Labour Code Compliance
- Statutory Employment Contracts
- Disciplinary & Grievance Handling
- Equal Opportunity & POSH Act Compliance
- Contract Labour Management
- Social Security Regulations (PF, ESI, Gratuity)
- Industrial Relations & Trade Union Laws

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this virtual program, I will be better equipped to ensure our organization complies with the Indian labour laws, maintains a positive work environment, and drives business success. Additionally, the knowledge and skills I gain will be instrumental in driving business excellence and ensuring our organization's continued success.

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

Sincerely,
Your Name