



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

Date

Dear {Manager},

I would like to enroll the 2024 Singapore HR Employment Laws Program to further enhance my knowledge in navigating Singapore's employment legislation framework 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 employment law, encompassing aspects such as extended parental leave, adaptable work structures, and modifications within the Tripartite Guidelines on Employment, and will enable me to uphold our organization's adherence to requisite HR protocols.

This program, led by Khaleel Namazie, will provide in-depth understanding of employment legislation and compliance requirements in addressing an array of issues faced by employers and employees, such as Singapore's Employment Act, Employment of Foreign Manpower Act, Work Injury Compensation Act, Retirement and Re-Employment Act, Workplace Safety and Health Act, workplace discrimination, data protection, industrial relations legislations and more. I will also learn how to identify and manage potential workplace issues, including discriminatory conducts, harassment and breaches of confidentiality, and the appropriate handling of disciplinary inquiries and investigations within a legally sound framework. 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
- Employee Rights & Obligations
- Flexible Work Arrangements Implementation
- Employment Dispute Resolution
- Drafting Employment Contract
- Trade Secrets and Personal Data Protection
- Fair Consideration Framework

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 matters concerning employment law. 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