



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

Date

Dear {Manager},

I would like to enroll to the Switzerland HR Employment and Labour Law program to further enhance my knowledge in Switzerland's employment and labour legislative 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 Switzerland's employment standards and labour law which will enable me to formulate stringent HR policies and robust strategies for compliance and regulatory framework to ensure workplace safety and employment standards are at par.

Led by Eduardo Sanz, a renowned global corporate and employment law expert, this program will help me to effectively identify, mitigate, and resolve employment related disputes and conflicts, ensuring legal compliance. The certified program will empower me with a clear and comprehensive understanding of the laws and regulations governing employment in Switzerland. This will help us deploy legally compliant workplace policies like contractual and remuneration structures, social security systems and flexible work arrangements. Some of the key skills this program will bring include:

- Switzerland Employment and Labour Law
- Swiss Code of Obligations (OR)
- Social Security system
- Employment Dispute Resolution
- Pay Equity
- Employment Contracts
- Flexible Work Requirements
- Employee Data Protection Compliance

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 and employee friendly HR policies and strategies. I strongly believe that the key skills that I will gain from this program will also significantly enhance our team's performance and organizational credibility.

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

Sincerely,
Your Name