

# Approval Request Form for Training Attendance

Use this **approval request form** sample to streamline the process of obtaining permission for training attendance. It ensures clear communication and proper documentation. Simplify your training management with this effective form template.

Employee Information

Name:

Department:

Position:

Email:

Training Details

Training Title:

Training Provider:

Dates:

e.g. June 12-14, 2024

Location:

Purpose/Objective:

Manager Approval

Manager Name:

Manager Email:

Approval:

Select

Comments:

Submit Request