**Letter to Employer**

**Here’s a sample letter you can customize to share with your employer to solicit support for your attendance:**

[Your Name]

[Your Position]

[Your Department]

[Date]

[Manager’s Name]

[Manager’s Title]

[Company Name]

[Company Address]

Dear [Manager’s Name],

I hope this letter finds you well. I am writing to request your support for my professional development through participation in a Lean Six Sigma training and certification program. This program, which focuses on improving efficiency and problem-solving, aligns perfectly with our company’s goals of increasing productivity and reducing operational waste.

Lean Six Sigma is a proven methodology that combines the waste-reduction principles of Lean with the process-improvement techniques of Six Sigma. By learning these skills, I will be better equipped to streamline processes, solve complex problems, and contribute to a more efficient and effective workplace. Additionally, this training will enhance my ability to collaborate with diverse teams, employees, and constituents, ensuring that we are all working toward common goals.

This certification will provide me with hands-on tools and techniques to analyze and optimize our processes, making sure we are both efficient and delivering high-quality results. I believe this will directly benefit our team by enhancing our ability to meet project deadlines, reduce rework, and improve customer satisfaction.

The cost of the program is $2,500, and it includes comprehensive training, materials, and certification. I am requesting your support for both the cost of the program and approval to attend during work hours, as it will require dedicated daytime training sessions.

I am confident that the knowledge and skills I gain from this program will enable me to contribute even more to our team’s success and help us achieve our operational and strategic goals. I would greatly appreciate your consideration of this request and look forward to discussing the potential benefits further.

Thank you for your time and support.

Sincerely,

[Your Name]

[Your Contact Information]