[Company Name]

[Company Address]

[City, State, ZIP Code]

[Employee Name]

[Employee Address]

[Date]

**Subject: Proposal for Training and Development**

Dear [Employee Name],

We appreciate your contributions to [Company Name] and recognize your efforts to meet the expectations of your role as [Job Title]. Following recent performance reviews and discussions, we have identified specific areas where additional training or development could support your growth and help you achieve success in your role.

**Performance Areas for Improvement:**

* [*Specific area, e.g., “Time management and prioritization of tasks.”*]
* [*Specific area, e.g., “Advanced knowledge of [specific software or tools].”*]
* [*Specific area, e.g., “Communication skills for effective teamwork.”*]

**Proposed Training/Development Plan**:

To help address these areas, we propose the following:

1. [Training/Workshop Name]: [*Details, e.g., “A workshop on advanced project management techniques.”*]
* Date: [Training Date]
* Location: [In-Person/Virtual]
1. [Mentorship Program]: [*Details, e.g., “Pairing with an experienced team member for weekly sessions.”*]
2. [Online Course/Seminar]: [*Details, e.g., “An online certification course in [specific field].”*]

**Benefits of the Plan**:

Participating in these programs will equip you with additional tools and skills to overcome current challenges, enhance your productivity, and advance your career within the organization.

**Next Steps**:

Please review the proposed plan and let us know if you have additional suggestions or preferences. We aim to finalize this development plan by [Date] and begin implementation shortly thereafter.

If you have any questions or require further clarification, feel free to reach out to [Manager’s Name/HR Contact] at [Email Address/Phone Number].

We are confident that with this additional support, you will be well-positioned to achieve your goals and continue contributing meaningfully to the team.

Yours sincerely,

[NAME]

[TITLE]

[COMPANY NAME]

Signature: .........................................