**Date:**

**Reference No.**

**Nomination Letter**

1. It is stated that Dr./Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is an employee of our Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_ in department as Designation. We are hereby nominating him/her for training offered by Asian Productivity Organization – Japan on title of program\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_date\_\_\_\_ at \_\_\_\_\_\_\_\_venue\_\_\_\_\_\_\_.

2. Moreover, this office has no objection on her travel abroad and she will be available full time for the Training in case of final selection and will not withdraw or cancel due to any official/unofficial commitments.

3. Furthermore, it is also stated that the nominated employee is not involve in any criminal or un-lawful activity.

4. On final selection from APO-Japan the selected individual himself/herself or the nominating organization will pay Visa Fee, insurance, PCR testing, airport taxes etc. to designated Travel agents for processing the case.

 **Signature by Nominating Head/Agency**

 **Name**

**Designation**

**Signature of Applicant**

 **Name**

 **Designation**