**Date**. Day/Month/Year

**Reference No.**

**NOMINATION LETTER**

1. It is stated that Mr/Ms \_\_\_\_\_\_\_\_\_\_\_\_\_ is an employee of our Organization Name in Department Name as Designation. We are hereby nominating him/her for training offered by Asian Productivity Organization – Japan on Training Course Name, Dates, Venue.

2. Moreover, this office has no objection to participate in above mentioned online/virtual program and he/she will be available full time for the Training/program 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. Incase of selection, participants will participate the program using their own devices, applications and internet connections, etc.

**Signature by Nominating Head/Agency**

**Name**

**Designation**

**Stamp/Letter Head**

**Signature of Applicant**

**Name**

**Designation**