Dear [insert name]

I am in full support of [insert name] attending the Intensive Care Society Leadership Programme. [insert Trust name] will:

* Enable them to attend 3 full day face to face sessions in London
* Enable them to attend 3 half day and two full day virtual sessions
* Enable them to attend the three-day State of the Art face-to-face Conference in Birmingham 26-29th June 2023
* Cover the cost of the course, or support their self-funding
* Cover their travel expenses for all face-to-face sessions.
* Give them additional time to study for the course as required.
* Support them in their delivery of a service improvement project

Kind regards,

[insert name]

[insert signature]