

****

Subject Heading – Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR)

Dear

Good to hear from you.

Thank you for submitting your Personal Development Plan (PDP) and Continuing Professional Development Record (CPDR) timeously.

I am pleased to confirm that your Professional Development Plan (PDP) and Continuing Professional Development Record (CPDR) submission meets the national requirements for the current academic session.

I have forwarded a copy of your PDP and CPDR to Appointee Management, who will keep it on file for audit purposes.

Regards

<Insert First Name of SEV>

<Insert Full Name of SEV>

Senior External Verifier

<Insert Name of Verification Group(s)>

Tel/Mob: <Insert Tel/Mob Number>

Email: <Insert Email Address>