

# Registration Confirmation

Dear [Participant's Name],

Thank you for registering for the internal skills workshop titled "[Workshop Title]." We are excited to have you join us!

## Workshop Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Facilitator:** [Facilitator's Name]

Please ensure to arrive at least 10 minutes early to enable a prompt start. If you have any questions or require further information, feel free to reach out to [Contact Person's Name] at [Contact Email].

Looking forward to a productive session!

Best Regards,

[Your Name]

[Your Position]

[Company Name]