

Cancellation of Training Participation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Cancellation of Technology Training Participation

Dear [Employee Name],

I hope this message finds you well. I am writing to inform you that due to [reason for cancellation, e.g., budget constraints, scheduling conflicts], we unfortunately have to cancel your participation in the upcoming technology training scheduled for [original training date].

We understand the importance of this training for your professional development and will ensure that you are considered for future opportunities as they arise.

If you have any questions or require further assistance, please feel free to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]