

Training Registration Confirmation

Dear [Employee Name],

We are pleased to confirm your registration for the upcoming technology training session titled "[Training Title]." Below are the details of the training:

Date: [Training Date]

Time: [Training Time]

Location: [Training Location]

Duration: [Duration]

If you have any questions or require further information, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]