

Training Participation Acknowledgment

Date: [Insert Date]

To:

[Participant's Name]

[Participant's Address]

Dear [Participant's Name],

We would like to take this opportunity to acknowledge your participation in the [Name of Training Program] held on [Date(s) of Training]. Your involvement and engagement in this training are greatly appreciated.

This training aimed to [briefly describe the purpose of the training], and we are pleased to confirm that you completed all the required sessions. Your commitment to professional development is commendable.

Should you have any further questions or require additional information, please do not hesitate to contact us.

Thank you once again for your participation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]