

Training Enrollment Confirmation

Dear [Trainee's Name],

We are pleased to confirm your enrollment in the role-specific training program for [Role/Position] scheduled to begin on [Start Date].

Details of the training are as follows:

- **Training Title:** [Training Title]
- **Location:** [Training Location]
- **Date:** [Training Dates]
- **Duration:** [Duration]
- **Time:** [Start Time] to [End Time]

Please ensure you are prepared with any required materials and arrive at least [Time] minutes early.

If you have any questions, feel free to reach out to [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

We look forward to your participation.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]