

Attendance Confirmation for Training Session

Dear [Recipient's Name],

We are pleased to confirm your attendance for the upcoming training session scheduled for [Date] at [Location].

Details of the session are as follows:

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

Please feel free to reach out if you have any questions or require further information.

We look forward to your participation!

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]