

# Training Session Participation Confirmation

Dear [Recipient's Name],

We are pleased to confirm your participation in the upcoming training session titled "[**Training Session Title**]," scheduled for [**Date**] at [**Location**].

Please find the details of the training session below:

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]
- **Location:** [Location]
- **Trainer:** [Trainer's Name]

We look forward to your active participation in the session. Should you have any questions or require further information, please feel free to contact us.

Thank you,

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]