

# Training Services Agreement

Date: [Insert Date]

From: [Your Name/Company Name]

To: [Client Name/Company Name]

Subject: Training Services Agreement for Online Training Workshops

Dear [Client Name],

We are pleased to present this Training Services Agreement outlining the terms and conditions under which [Your Company Name] will provide online training workshops to [Client Name].

## 1. Services

[Your Company Name] agrees to deliver the following online training workshops:

- [Workshop Title 1] - [Date and Time]
- [Workshop Title 2] - [Date and Time]
- [Workshop Title 3] - [Date and Time]

## 2. Fees

The total fee for the training services will be [Amount]. Payment is due [Payment Terms].

## 3. Responsibilities

Both parties agree to fulfill their responsibilities as detailed below:

- [Your Company Name] shall provide training materials and access to online platforms.
- [Client Name] shall ensure that participants have the necessary equipment and internet access.

## 4. Cancellation Policy

Either party may cancel the agreement with [Notice Period] notice. In case of cancellation, [Insert Refund Policy].

## 5. Confidentiality

Both parties agree to maintain the confidentiality of any proprietary information exchanged during the training.

Please sign below to confirm your acceptance of this agreement.

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[Your Name]  
[Your Title/Position]  
[Your Company Name]

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[Client Name]  
[Client Title/Position]  
[Client Company Name]

Thank you for choosing [Your Company Name]. We look forward to working together!

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]