

# Confirmation of Participation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We are pleased to confirm your participation in the Leadership Development Program scheduled for [Program Dates] at [Location]. Your involvement is crucial as we strive to enhance the leadership capabilities within our organization.

The program will cover various topics, including effective communication, team management, and strategic thinking. Please find attached the detailed agenda and important information regarding logistics.

If you have any questions or require further assistance, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

We look forward to your active participation in the program.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]