

# Acknowledgment of Participation in Training Workshop

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to acknowledge your registration for the upcoming training workshop titled "[Workshop Title]," scheduled to take place on [Date] at [Location].

Your participation is important to us, and we look forward to your valuable input during the sessions. Please find the workshop agenda and additional details attached for your review.

If you have any questions or require further assistance, feel free to reach out to us at [Contact Information].

Thank you, and we look forward to seeing you at the workshop!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]