

Training Attendance Affirmation

Date: [Insert Date]

To Whom It May Concern,

This letter serves to affirm that [Employee's Name] is scheduled to attend the training session for [Training Title] on [Training Date] at [Training Location].

We appreciate [Employee's Name]'s commitment to professional development and look forward to their participation in this important training.

If you require any further information, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]