

Training Session Commitment Agreement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter serves as a formal agreement regarding your commitment to attend and participate in the training sessions scheduled as follows:

Training Session Details

Topic: [Insert Training Topic]

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Duration: [Insert Duration]

By signing this agreement, you acknowledge your commitment to attend the sessions and understand the responsibilities associated with this training.

Terms and Conditions

- You are required to attend all scheduled sessions.
- Failure to attend may result in [insert consequences, if any].
- Any rescheduling must be communicated at least [insert notice period].

Please indicate your acceptance of this agreement by signing below:

[Recipient's Name]

[Your Name]

[Your Position]

Thank you for your commitment to this training opportunity.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]