

Training Attendance Confirmation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your attendance at the upcoming training session titled "[Training Title]". Below are the details:

- **Date:** [Insert Training Date]
- **Time:** [Insert Training Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Please ensure to arrive 15 minutes early to complete the registration process. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Your Company]