

Training Attendance Confirmation

Date: [Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Confirmation of Training Attendance

Dear [Recipient's Name],

We are pleased to confirm your attendance at the [Training Program Name] scheduled for [Date] at [Location].

Below are the details of the training session:

- **Training Topic:** [Topic]
- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Facilitator:** [Facilitator Name]

Please ensure to arrive at least [Time] minutes early for registration. Should you have any questions or require further information, feel free to reach out.

Thank you and we look forward to seeing you at the training.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]