

Workshop Equipment Training Confirmation

Dear [Participant's Name],

We are pleased to confirm your participation in the Workshop Equipment Training scheduled for [Date] at [Location]. This training is designed to provide you with the necessary skills and knowledge to operate the equipment safely and effectively.

Details of the Training Session:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location]
- **Trainer:** [Trainer's Name]

Please arrive at least 15 minutes early to allow for check-in and preparation. Bring any required safety gear and a notepad for taking notes.

If you have any questions or need further information, do not hesitate to contact us at [Contact Information].

We look forward to seeing you at the training!

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]