

Training Participation Confirmation

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Confirmation of Training Participation

Dear [Employee Name],

We are pleased to confirm your participation in the upcoming training session titled "**[Training Title]**", scheduled for [Date] at [Location]. The training will commence at [Start Time] and conclude at [End Time].

This training is designed to enhance your skills in [Training Topic/Skill]. We believe that your participation will greatly benefit your professional development and contribute to our team's success.

Please ensure you arrive on time and bring any necessary materials with you. If you have any questions or need further assistance, do not hesitate to reach out.

We look forward to your active participation in the training.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]