

Confirmation of Participation in Training Session

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming training session titled "[**Training Session Title**]" scheduled for [Insert Date] at [Insert Location].

The training session will commence at [Start Time] and conclude at [End Time]. Please ensure to arrive at least [X minutes] early for registration.

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

We look forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]