

Workshop Signup Confirmation

Dear [Participant's Name],

Thank you for registering for the [Workshop Title] at the [Conference Name]. We are pleased to confirm your participation.

Workshop Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Room]
- **Facilitator:** [Facilitator's Name]

Please arrive at least 15 minutes early to check in. If you have any questions or need further assistance, feel free to contact us at [Contact Information].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]