

Confirmation of Attendance

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming Professional Development Workshop titled "[Workshop Title]".

Date: [Date]

Time: [Start Time] - [End Time]

Location: [Venue/Address]

This workshop aims to enhance your skills in [Workshop Topic] and provide valuable networking opportunities. Please remember to bring any required materials and arrive on time.

If you have any questions or need further information, feel free to reach out.

We look forward to seeing you!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]