

Confirmation of Compliance Training Attendance

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to confirm your attendance at the upcoming Compliance Training scheduled for [Insert Training Date] at [Insert Location]. The training will begin at [Insert Start Time] and is expected to conclude by [Insert End Time].

This training is essential to ensure you are up to date with our compliance standards and practices.

Please bring a notebook and any relevant materials you may need. If you have questions or require further information, do not hesitate to contact us.

Thank you for your commitment to maintaining compliance within our organization.

Sincerely,

[Your Name]

[Your Position]

[Your Company]