

Confirmation of Attendance

Date: [Insert Date]

To: [Participant's Name]

From: [Your Name/Organization]

Dear [Participant's Name],

We are pleased to confirm your attendance at the Site Safety Training scheduled for [Insert 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 for ensuring a safe work environment and compliance with safety regulations. Please be sure to bring any necessary materials and come prepared to engage actively in the sessions.

If you have any questions or require further information, do not hesitate to reach out.

Thank you for your commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]