

# Leadership Retreat Participation Confirmation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming Leadership Retreat scheduled for [Insert Dates] at [Insert Location]. This retreat aims to enhance our leadership skills and foster collaboration among team members.

Please find the details below:

- **Event:** Leadership Retreat
- **Date:** [Insert Start Date] to [Insert End Date]
- **Location:** [Insert Location]
- **Agenda:** [Briefly outline the agenda]

We look forward to your valuable contribution and insights during the retreat. Please confirm your attendance by [Insert Confirmation Deadline].

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]