

# Confirmation of Attendance

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to confirm your attendance at the upcoming external training workshop titled "[Workshop Title]" scheduled for [Date] at [Location].

The workshop will commence at [Start Time] and is expected to conclude by [End Time]. Please ensure you arrive at least [X minutes] early to allow for registration.

Should you have any questions or require further details, feel free to reach out to us at [Contact Information].

We look forward to your participation. Thank you for your commitment to professional development!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]