

IT Training Session Confirmation

Dear [Staff Name],

We are pleased to confirm your participation in the upcoming IT training session scheduled for [Date] at [Time]. The training will take place in [Location/Platform].

This session will cover the following topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]

Please ensure to bring your laptop and any necessary materials. If you have any questions, feel free to reach out.

Thank you and looking forward to your participation.

Best regards,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]