

IT Training Session Confirmation

Dear [Attendee's Name],

We are pleased to confirm your attendance at the upcoming IT training session scheduled for [Date] at [Time]. The session will be held at [Location/Platform].

Details of the Training Session:

- **Topic:** [Training Topic]
- **Duration:** [Duration]
- **Facilitator:** [Facilitator's Name]

Please bring along your laptop and any necessary materials. Should you have any questions, feel free to reach out to us at [Contact Email/Phone Number].

We look forward to seeing you there!

Best Regards,

[Your Name]

[Your Position]

[Your Company]