

# IT Training Session Confirmation

Dear [Intern's Name],

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

This training is designed to enhance your skills and knowledge in [Specific Topics]. Please ensure you have the necessary materials prepared beforehand.

If you have any questions or require further information, feel free to reach out to us.

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]