

IT Training Session Confirmation

Dear [Manager's Name],

We are pleased to confirm your attendance at 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 in [Topics of the Training], and we believe it will be a valuable addition to your professional development.

Please find the agenda attached for your reference. Should you have any questions or require further information, feel free to reach out.

We look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]