

IT Training Session Confirmation

Dear [Employee Name],

We are pleased to inform you that you have been scheduled to attend the IT training session for new employees.

Details of the Training Session:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]
- **Duration:** [Duration]
- **Topics Covered:** [Topics]

Please make sure to arrive 10 minutes early and bring a notepad and pen. If you have any questions or concerns, feel free to reach out to the IT department.

We look forward to seeing you at the training!

Best regards,

[Your Name]

[Your Position]

[Company Name]