

Confirmation of IT Training Session

Dear [Participant'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/Online platform].

The agenda for the training includes:

- Introduction to IT Fundamentals
- Hands-on Experience with [Specific Technology]
- Q&A Session

Please ensure you bring your laptop and any necessary materials. If you have any questions or need further information, feel free to reach out to us at [Contact Information].

We look forward to seeing you there!

Best regards,
[Your Name]
[Your Position]
[Your Company]