

# IT Training Session Confirmation

Dear [Employee Name],

We are pleased to confirm your participation in the upcoming IT training session scheduled for [Date] at [Time]. The session will be conducted remotely via [Platform].

Please make sure to have the following ready prior to the session:

- Stable internet connection
- Microphone and webcam (if required)
- Access to [any necessary software/tools]

The agenda for the training session includes:

1. [Topic 1]
2. [Topic 2]
3. [Topic 3]

We look forward to your active participation. If you have any questions or require further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your Position]  
[Company Name]  
[Contact Information]