

Dear [Stakeholder'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].

This training is aimed at enhancing your skills and knowledge in [specific topics or technologies]. We believe that your involvement will be greatly beneficial for the team.

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 active participation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]