IT Training Session Confirmation

Dear Team Leader,

We are pleased to confirm your participation in the upcoming IT training session. Below are the details of the session:

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

Please ensure that your team members are informed and prepared to attend. If you have any questions or need further information, feel free to reach out.

Best regards,

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