

Training Attendance Confirmation

Dear [Trainee's Name],

We are pleased to confirm your attendance for the upcoming training session on [Date] at [Time]. The training will be held at [Location].

Training Details:

- **Training Topic:** [Topic]
- **Duration:** [Duration] hours
- **Trainer:** [Trainer's Name]

Please arrive at least 15 minutes early to ensure a prompt start. Should you have any questions, do not hesitate to contact us.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]