

# Confirmation of Participation

Date: [Insert Date]

Dear [Participant's Name],

We are pleased to confirm your participation in the Public Sector Leadership Training scheduled for [Insert Dates]. This program will be held at [Insert Location].

The training aims to enhance leadership skills among public sector professionals and provide insights into effective governance and management strategies.

Please find the details of your participation below:

- **Training Session:** Public Sector Leadership Training
- **Date:** [Insert Dates]
- **Location:** [Insert Location]
- **Time:** [Insert Time]

We encourage you to prepare for the training by reviewing relevant materials and coming ready to engage with your fellow participants.

If you have any questions or require further information, please do not hesitate to contact us at [Insert Contact Information].

We look forward to your participation!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]