

Training Enrollment Confirmation

Dear [Employee Name],

We are pleased to confirm your enrollment in the upcoming training session titled "[**Training Title**]".

Details of the Training:

- **Date:** [Training Date]
- **Time:** [Training Time]
- **Duration:** [Duration]
- **Location:** [Location]
- **Trainer:** [Trainer Name]

Please ensure you arrive on time and bring any required materials as mentioned in the training agenda.

If you have any questions or need further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]