

Mandatory Training Session Attendance Confirmation

Dear [Employee's Name],

This letter is to confirm your attendance at the mandatory training session scheduled for [Date] at [Time]. The session will be held at [Location].

It is essential for you to attend this training as it covers important topics that are crucial for your role and our organization's compliance requirements.

Please ensure that you arrive on time and come prepared to engage in discussions. If you have any questions or if you are unable to attend for any reason, please contact [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]

[Your Contact Information]