

Confirmation of Participation

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Dear [Participant's Name],

We are pleased to confirm your participation in the Safety Training Course scheduled for [Insert Date]. The course will take place at [Insert Venue/Location] from [Start Time] to [End Time].

This training is designed to equip you with essential safety knowledge and practices relevant to your role. Please ensure to arrive 15 minutes early and bring any necessary materials.

Should you have any questions or require further information, feel free to contact us at [Insert Contact Details].

Thank you for your commitment to safety. We look forward to seeing you!

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]