

Confirmation of Participation

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming remote learning workshop titled "[Workshop Title]", scheduled for [Date] from [Time].

Please find the details of the workshop below:

- **Date:** [Date]
- **Time:** [Time]
- **Platform:** [Platform Name (e.g., Zoom, Microsoft Teams)]
- **Access Link:** [Link]
- **Agenda:** [Brief Agenda Overview]

We recommend you join the workshop a few minutes early to ensure your technology is set up correctly. If you have any questions, please feel free to reach out.

Thank you, and we look forward to seeing you at the workshop!

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]