

Formal Acknowledgment of Training Completion

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]

Dear [Recipient's Name],

We are pleased to acknowledge the successful completion of your training program on [Training Topic], held from [Start Date] to [End Date]. This program was conducted by [Trainer's Name/Organization] and covered essential skills and knowledge pertinent to your role.

We appreciate your commitment and dedication throughout the training, and we believe that the insights gained will significantly contribute to your professional development and enhance our team's overall performance.

Please find attached your certificate of completion. If you have any questions or require further information, feel free to contact us.

Congratulations once again on this achievement!

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]
[Contact Information]