

Team Training Approval Confirmation

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of Training Approval

Dear [Recipient Name],

We are pleased to inform you that your request for team training has been approved. The details of the training are as follows:

- **Training Title:** [Insert Training Title]
- **Date:** [Insert Training Date]
- **Time:** [Insert Training Time]
- **Location:** [Insert Training Location]
- **Participants:** [Insert Participant Names]

Please ensure that all participants are informed and prepared for the training session. If you have any questions or need further assistance, feel free to reach out.

Thank you for your commitment to enhancing our team's skills.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]