

# Notification of Training Session Authorization

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name]

Subject: Authorization for Upcoming Training Session

Dear [Recipient's Name],

We are pleased to inform you that your request for authorization to attend the training session titled "[**Training Session Title**]" has been approved.

Date of Training: [Insert Training Date]

Location: [Insert Location]

Duration: [Insert Duration]

Please ensure to complete any pre-training materials and arrive promptly on the day of the session. Should you have any questions or require further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]