

Confirmation of Participation

Date: [Insert Date]

To: [Participant's Name]

From: [Your Name]

Subject: Confirmation of Board Ethics Training Participation

Dear [Participant's Name],

We are pleased to confirm your participation in the upcoming Board Ethics Training scheduled for [Insert Date and Time]. The training will be held at [Insert Location/Platform].

This training is essential for ensuring that all board members are equipped with the necessary ethical guidelines and best practices to effectively serve our organization.

Please find the details of the training session below:

- **Topic:** Board Ethics Training
- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Platform]

We appreciate your commitment to upholding the highest standards of ethics and governance in our board. If you have any questions prior to the training, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]