

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Attendance Certificate

Dear [Recipient's Name],

This is to certify that [Participant's Name], [Participant's Position or Title], has successfully attended the [Event/Workshop/Training Name] held on [Date(s)] at [Location].

The participant attended [number of hours/days] and actively participated in all scheduled activities.

We appreciate [Participant's Name]'s dedication and commitment to personal and professional growth.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

Certificado de Asistencia

[Nombre de su Organizacion]

[Fecha]

[Nombre del Destinatario]

[Direccion del Destinatario]

[Ciudad, Estado, Codigo Postal]

Asunto: Certificado de Asistencia

Estimado/a [Nombre del Destinatario]:

Por la presente se certifica que [Nombre del Participante], [Posicion o Titulo del Participante], ha asistido con exito al [Nombre del Evento/Taller/Capacitacion] realizado el [Fecha(s)] en [Ubicacion].

El participante asistio a [numero de horas/dias] y participo activamente en todas las actividades programadas.

Agradecemos la dedicacion y el compromiso de [Nombre del Participante] con su crecimiento personal y profesional.

Atentamente,

[Su Nombre]

[Su Titulo]

[Su Organizacion]

[Su Informacion de Contacto]