

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are pleased to confirm your participation in the upcoming training program titled "[Training Program Title]." The details of the training are as follows:

****Training Date:**** [Insert Date]

****Time:**** [Insert Time]

****Location:**** [Insert Location]

****Duration:**** [Insert Duration]

****Trainer/Facilitator:**** [Insert Trainer's Name]

Please arrive at least [insert time] prior to the start of the session to ensure a prompt beginning. If you have any questions or require further information, feel free to reach out to [Contact Person] at [Contact Email/Phone Number].

We look forward to your active participation in the training.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]