

[Your Company's Letterhead]
[Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

Dear [Employee's Name],

Subject: Employee Training Program

We are pleased to inform you that you have been selected to participate in the [Name of Training Program], which is scheduled to take place from [Start Date] to [End Date]. This training aims to enhance your skills in [briefly describe the focus of the training].

Training Details:

- ****Program Location****: [Location of Training]
- ****Duration****: [Number of Days/Hours]
- ****Training Provider****: [Name of Training Organization/Instructor]
- ****Cost****: [Who bears the cost, if applicable]

Please confirm your attendance by [RSVP date]. If you have any questions regarding the training, feel free to reach out to [Contact Person's Name] at [Contact Person's Phone/Email].

We look forward to your participation and are confident that this training will be beneficial for your professional development.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]