Sample Workshop Facilitator Approval Letter

[Your Name]

[Your Title]

[Training Department Name]

[Company/Organization Name]

[Organization Address]

[City, State, ZIP Code]

[Date]

[Workshop Facilitator's Name]

[Facilitator's Address]

[City, State, ZIP Code]

Dear [Workshop Facilitator's Name],

Subject: Workshop Facilitator Approval

I am pleased to inform you that your application to facilitate the [Workshop Name] has been approved. Your expertise and engaging facilitation style will greatly benefit our participants.

Please review the attached workshop facilitator approval details, including workshop dates, content, and logistical information. If you have any questions or need further assistance, please contact our training department.

We look forward to a successful workshop and the positive impact you will have on our participants' learning experience.

Best regards,

[Your Name]

[Your Title]