

Training Program Directive Letter

Dear [Employee's Name],

Subject: Training Program Enrollment

I am pleased to inform you that you have been selected to participate in the upcoming [Training Program Name]. This training is a valuable opportunity for your professional development, and we believe it will enhance your skills and contribute to your growth within our organization.

Training Program: [Brief description of the training program]

Dates: [Start and end dates of the training]

Location: [Training venue and address]

Logistics: [Any logistical details such as accommodations, travel arrangements, etc.]

Please confirm your availability and acceptance of this training opportunity by [Confirmation Deadline]. If you have any scheduling conflicts or require further information, please contact [Training Coordinator's Name] at [Training Coordinator's Contact Information].

We look forward to seeing you benefit from this training experience.

Best regards,