

Training Completion Acknowledgement Letter

Subject: Acknowledgement of Training Completion

Dear [Employee Name],

This letter acknowledges your successful completion of the [Training Course Name] training program, which took place from [Start Date] to [End Date].

Your participation and engagement throughout the training session were greatly appreciated. The skills and knowledge you have gained in [mention 1-2 key skills] are valuable assets to your role as [Employee's Job Title] and contribute to our team's overall success.

Please sign below to confirm your attendance and completion of this mandatory training. A copy of this acknowledgement will be placed in your personnel file.

We encourage you to apply these new competencies in your daily work.

Sincerely,

[Manager's Name/Trainer's Name]

[Title]

Acknowledged and Received By:

Employee Signature: _____

Printed Name: _____

Date: _____

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