

Training Acknowledgement Letter

Dear [Employee Name],

I am writing to confirm your participation in the training program that was held on [Date] at [Location]. We appreciate your commitment to improving your skills and knowledge, and we believe that this training session will help you in your professional development.

The training program covered important topics related to [topic of the training], and we hope that you found the content informative and useful. We are confident that the skills and knowledge you acquired during the training will help you in your current role and beyond.

Please find attached a certificate of participation, which confirms your attendance and successful completion of the training program.

We appreciate your hard work and dedication to your job, and we look forward to seeing the benefits of this training reflected in your work. If you have any feedback or suggestions regarding the training, please do not hesitate to share them with us.

Thank you for your participation and dedication.

Best regards,

[Your Name]

[Your Title]