Training Acknowledgement Letter

Sincerely,

[Your Name]
[Date]
[Company Name]
Subject: Training acknowledgment letter
To whom it may concern,
This letter is to certify and acknowledge that [Trainee Name] has successfully completed the [the
training program name] which was held at [venue] from [training start date] to [training end date].
This letter has been given upon his request with no liability what so ever from [Training Institute
Namel