

Training Acknowledgement Letter

[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 Name].

Sincerely,