

Formal Training Acknowledgement Letter

Subject: Acknowledgement of Training Completion

Dear [Participant Name],

This is to formally acknowledge that you have successfully attended and completed the training program titled "[Training Name]" held from [Start Date] to [End Date]. Your participation and active engagement were greatly appreciated.

We trust that the knowledge and skills acquired during this training will contribute significantly to your professional development and performance. Please retain this letter for your records.

Sincerely,

[Trainer/HR Name]

[Title]

[Company/Organization Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/training-acknowledgement-letter>