

Internal Staff Training Acknowledgement Email

Subject: Training Attendance Confirmation

Hi [Employee Name],

We are pleased to acknowledge your attendance in the "[Training Name]" session conducted from [Start Date] to [End Date]. Your participation is recognized, and this will be recorded in your training profile.

Thank you for dedicating your time to professional growth. Keep up the great work!

Best regards,

[HR/Training Coordinator Name]

[Company Name]

Get more templates here:

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