

Provisional Training Confirmation Letter for Pending Approval

Subject: Provisional Confirmation for [Training Name]

Dear [Participant's Name],

This letter serves as a provisional confirmation for your attendance at the [Training Name] on [Date].

Final confirmation will be issued upon approval from your supervisor or HR department.

Thank you for your patience and interest in this training.

Best regards,

[Your Name]

[Position]

[Organization Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/training-confirmation-letter>