

Corporate Training Confirmation Letter with Agenda

Subject: Confirmation of Corporate Training Session

Dear [Employee's Name],

This letter confirms your attendance at the [Corporate Training Name] on [Date] at [Venue].

Attached is the agenda and session schedule. Kindly review and prepare any pre-training assignments.

We look forward to your active participation.

Regards,

[Trainer's Name]

[Position]

[Company Name]

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