

# Training Letter

---

[Your Company/Organization Name]

[Your Company Address]

[City, State, Zip Code]

[Company Email Address]

[Company Phone Number]

[Date]

[Participant's Full Name]

[Participant's Address]

[City, State, Zip Code]

## Subject: Invitation to Training Program

Dear [Participant's Name],

We are pleased to invite you to participate in our upcoming training program titled "[Name of

### Training Details:

- **Date:** [Start Date] to [End Date]
- **Time:** [Start Time] to [End Time]
- **Venue:** [Training Location]
- **Trainer/Facilitator:** [Trainer's Name]

During the training, you will have the opportunity to engage in various activities and discussions that will help you develop [Specific Skills or Knowledge]. We believe that this training will be a valuable experience, contributing significantly to your professional development.

Please confirm your attendance by [Confirmation Deadline Date] by contacting [Contact Person's Name] at [Contact Person's Email/Phone Number]. If you have any specific requirements or questions regarding the training, do not hesitate to reach out to us.

We look forward to your participation in this program and are confident that it will be a productive and enriching experience.

Sincerely,

# Sample Training Notice To Employees

**Margie Mader-Clark, Lisa Guerin**



**Sample Training Notice To Employees:**

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