

Sample Confirmation letter

Date:

Mr.

Dear Participant

We are happy to confirm your participation in our 3-day Seminar "**BLUE PRINT FOR SUCCESS**".

Dates :

Venue :

Phone :

Time : 9:00 am. to 5:30 pm (Approx.). [1st Day registration from 8:30–9:00 am]

We will begin promptly at 9:00 am

In order to receive full benefits from the Program the following are important:

It is essential that the participants attend all the 3 days. There would be no substitute participation in the course of the Seminar. As there is continuity in the Seminar, no new participants are allowed to participate once the Program has begun.

Please be punctual and participate 100% in group activities. You will be joining a team that will depend on your participation.

To avoid distraction please refrain from using mobile phones while the Seminar is in progress.

Please plan on investing three days uninterrupted without being in & out - IMPORTANT. Please keep Evenings free for home assignments.

Casual attire is okay. It may be helpful to carry a jacket as the Central air-conditioning may get cold at times.

Your participation is confirmed subject to receipt of investment before the Program. Your investment includes work book, lunch, tea and coffee.

A Certificate of participation will be awarded only to those participants who have achieved 100% attendance with complete participation.

The benefits are wonderful and mutually enriching. By participating in "Blueprint For Success", you will not only enjoy your career more, you will feel better about yourself and your co-workers. This is a result - oriented program and participation is limited.

We look forward to working with you at the seminar.

**Thanking you,
(Signature)**