

**TRAINING CONFIRMATION**

**To :** \_\_\_\_\_  
\_\_\_\_\_  
**From :** Personnel Development Committee  
**Date :** \_\_\_\_\_  
**Re :** Notice of Training and Confirmation

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This is to inform you that you have been recommended and selected to attend the below detailed training;

- In-House  
 External Training

**I.** Title of the Course: \_\_\_\_\_

**II.** Description:

- A. Facilitator : \_\_\_\_\_  
B. Location : \_\_\_\_\_  
C. Duration : \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

D. Course Content:

- a. \_\_\_\_\_  
b. \_\_\_\_\_  
c. \_\_\_\_\_  
d. \_\_\_\_\_

- I hereby confirmed to attend.  
 I cannot attend. (Please state your reason) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name and Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_

