

[Your Organization's Name]

[Organization's Address]

[City, State, ZIP Code]

[Phone Number]

[Email Address]

[Date]

To: [Participant Full Name]

Address: [Participant Address]

Re: Acceptance to [Training Program Name]

Dear [Participant Name],

We are pleased to inform you of your acceptance into the **[Training Program Name]** at [Organization Name], commencing on [Start Date]. We extend our congratulations and look forward to your active participation in the program.

Please note that your acceptance is subject to the following attendance conditions, which are established to ensure a successful training experience for all participants:

- Attendance Requirement:** A minimum attendance of **[Specify Percentage, e.g., 90%]** of all scheduled sessions is required to successfully complete the program.
- Punctuality:** Participants are expected to arrive on time for every session. Repeated tardiness may be considered as partial absences.
- Excused Absences:** Absences may only be excused in cases of emergency or with prior notification and approval from program staff. Documentation may be required.
- Consequences:** Failure to meet the attendance and punctuality requirements may result in probation, removal from the program, or withholding of the certificate of completion.

By accepting a place in this training program, you acknowledge and agree to comply with the above attendance conditions. These guidelines are designed to maximize your learning outcomes and maintain the integrity of the program.

Please confirm your acceptance of this offer and acknowledgment of the attendance policy by signing and returning the attached form by **[Confirmation Deadline]**.

If you have any questions or require further clarification, please do not hesitate to contact us at **[Contact Email/Phone]**.

We look forward to your participation and wish you every success in the program.

Sincerely,

[Program Coordinator Name]

[Title]

[Organization Name]