



# Employee Training Acknowledgment Form Template

## Participant Information

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Training Date: \_\_\_\_\_

Training Topic: \_\_\_\_\_

## Training Details

Time	Topic	Presenter	Notes

## Acknowledgment

I hereby confirm that I have attended and actively participated in the training described above. I am aware of the implications this training has on my job performance and commit to utilizing the knowledge and skills acquired.



**Signature:** \_\_\_\_\_

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