

TRAINING SIGN OFF SHEET

Company Name: _____

Location: _____
Employee Information:

Full Name: _____

Employee ID / Badge No.: _____

Department: _____

Supervisor: _____

Training Details:

Training Program / Course: _____

Trainer Name: _____

Training Location: _____

Training Duration (hrs): _____ Completion Status: _____

Training Content Summary:

Provide a detailed summary of the key topics covered during the training session, including learning objectives, materials used, practical exercises performed, and any assessments completed. This summary should be sufficient to demonstrate the scope and depth of the training provided.

Employee Declaration:

I hereby acknowledge that I have attended the training described above, understood the content provided, and completed all required components. I agree to comply with all related company policies and procedures as applicable to this training. I understand that failure to comply may result in disciplinary action.

Trainer Declaration:

I hereby certify that the employee named above has satisfactorily completed the training indicated. All materials and assessments were delivered and completed according to the training plan and company standards. I confirm that the employee demonstrated the required knowledge and skills upon completion.

Legal Compliance and Confidentiality:

This Training Sign Off Sheet serves as a legal record of training completed by the employee. All parties agree that this document is enforceable under United States law. Information contained herein shall be treated confidentially and used solely for employment and compliance purposes. Unauthorized disclosure or misuse of this information is subject to disciplinary and legal action.

Employee Signature

Trainer Signature

Signature: _____

Signature: _____

Date: _____

Date: _____

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