

Course Confirmation Email Template (HRDC Claims)

Attachment
1: Training
Brochure

Attachment
2: Proforma
Invoice

Attachment
3: Trainer
HRDC
Accredited

Title: Action Required: Complete Your Registration

Dear Sir/Madam,

Good day!

We are pleased to inform you that the training course has been **CONFIRMED**. Please proceed to apply for HRDC grant in the system using the information provided below.

Course Title: HR & Employment Law for Beginners

HRDC Event ID: 1739473943

Training Provider ID: MEF Academy Sdn Bhd (670301W)

Date: 24 June 2025

Venue: MEF Academy Training Centre

Course Fee: RM1900

Trainer(s): Mr. Vignesh Kalayuthan & Mr. Jayamary

Once done, click this [link](#) to **complete your MEF Academy profile registration** and revert the

Grant ID to us within **3 working days** for us to process your application. File format should be in **.pdf** and named as **(Company Name/Participant's Name).pdf**.