To: **<Trainer Name>**

CC: **<Career Coach Name>**

SUB: Complete Attendance for **<Session Name>**

Dear **<Trainer Name>**,

Greetings from Expertrons!

Attendance in today’s **<Session Name>** Session from **<Session Start Time>**

| **Attendance during first 15 minutes** |
| --- |
| **<List of aspirants tracked on CRM in first 15 minutes>** |

| **Additional Attendance during 15 - 45 minutes** |
| --- |
| **<List of aspirants tracked on CRM in first 30 minutes>** excluding:   * **<List of aspirants tracked on CRM in first 15 minutes>** |

| **Additional Attendance during rest of the session** |
| --- |
| **<List of aspirants tracked on CRM in 90 minutes>** excluding:   * **<List of aspirants tracked on CRM in first 15 minutes>** * **<List of aspirants tracked on CRM in first 45 minutes>** |

Total aspirants attended: **<sum of all unique attendees>**

If there are any aspirants who have joined the session through link, kindly mark their attendance manually through CRM: **<Link to Recent Sessions>**

Best Wishes,   
Team Expertrons