

Corporate training course cancellation message

Subject: Training Course Cancellation - [Course Title]

Dear Team Members,

After careful consideration, we have decided to cancel the upcoming [Training Course Name] scheduled for [Date/Time]. This decision is based on [reason: budget constraints, strategic changes, timing conflicts].

Impact on participants:

- All registered employees will receive full course credit for future training
- Alternative training options are being evaluated
- Individual development plans will be adjusted accordingly
- No impact on performance evaluations for this quarter

HR will contact each registered participant individually to discuss alternative professional development opportunities that align with our current business objectives.

We apologize for any inconvenience and appreciate your flexibility during this transition period.

Best regards,

[Manager Name]

[Department]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/course-cancellation-letter>