

Official Training Announcement Letter

Subject: Mandatory Training Session Announcement

Dear Team,

We are pleased to announce an upcoming training session designed to enhance your skills and knowledge in [Training Topic]. Attendance is mandatory for all employees in the [Department/Team].

Training Details:

- Date: [Insert Date]
- Time: [Insert Time]
- Location: [Insert Location]
- Trainer: [Insert Trainer Name]

Please confirm your attendance by [RSVP Date]. This training is crucial for maintaining our standards and ensuring continuous professional development.

Thank you for your cooperation.

Best regards,

[Your Name]

[Position]

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