

Informal Training Announcement Email

Subject: Upcoming Training – Don't Miss Out!

Hi Team,

We're excited to share that we have a training session on [Training Topic] scheduled for [Date & Time]. This session will help everyone stay up-to-date with best practices and improve your skills.

Location: [Insert Location]

Trainer: [Insert Trainer Name]

Please RSVP by [Date]. Looking forward to seeing you all there!

Cheers,

[Your Name]

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