

Provisional Training Announcement

Subject: Tentative Training Schedule – Feedback Requested

Dear Employees,

We are planning a training session on [Training Topic] and would like to schedule it for [Tentative Date & Time]. This session will focus on [Key Skills/Topics].

Kindly confirm your availability and provide feedback on the proposed schedule by [RSVP Date].

Your input will help us finalize the arrangements.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Position]

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