

Formal Training Announcement Letter

Subject: Scheduled Employee Training Notification

Dear Employees,

This letter serves to officially notify you of a scheduled training session on [Training Topic].

Participation is highly encouraged to ensure all team members are aligned with organizational practices.

Details:

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

Please acknowledge receipt of this notice and confirm your attendance by [RSVP Date]. Your participation is important for your professional development and team performance.

Thank you.

Sincerely,

[Your Name]

[Position]

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