Tentative training schedule announcement

Subject: Tentative Training Schedule

Dear Staff,

We are planning to conduct a training session on [Topic] in the coming weeks. The tentative date is [Date], and the proposed venue is [Location].

Further details, including the final agenda and confirmed schedule, will be shared shortly. Kindly keep yourselves available around this timeframe.

Thank you for your cooperation.

Sincerely,

[Your Name]

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