

# Announcement of Ethics Committee Training Session

Dear Committee Members,

We are pleased to announce an upcoming training session for all members of the Ethics Committee. This session is designed to provide you with essential knowledge and skills to enhance our committee's effectiveness.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

The training will cover various topics including:

- Understanding Ethical Principles
- Reviewing Ethical Cases
- Best Practices for Ethical Decision-Making

Please RSVP by [Insert RSVP Date] to confirm your attendance.

We look forward to your participation!

Sincerely,  
[Your Name]  
[Your Position]