

Notice of Upcoming Training Event

Dear Team,

We are excited to announce an upcoming collaborative software training event scheduled for **March 15, 2024**, from **10:00 AM to 3:00 PM**. This training will take place at **Conference Room A**.

The purpose of this training is to enhance our skills in using the latest collaborative software tools that can improve our teamwork and project management. Participants will gain valuable insights and hands-on experience.

Please RSVP by March 1, 2024, to confirm your attendance.

We look forward to your participation!

Best regards,

Your Name

Your Position

Your Company