

Scheduled Training Workshop Notification

Dear Team,

We are pleased to announce a scheduled training workshop on **[Workshop Topic]**.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This workshop aims to enhance your skills in **[Briefly Describe the Focus of the Training]**. We encourage all team members to attend and actively participate.

Please confirm your attendance by **[RSVP Date]** by replying to this email.

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Company Name]