

Announcement: Upcoming Virtual Training Session

Dear Team,

We are excited to announce an upcoming virtual training session titled "**Effective Communication Skills**". This session aims to enhance our communication abilities and foster better collaboration across teams.

Details of the Session:

- **Date:** March 15, 2024
- **Time:** 10:00 AM - 12:00 PM (EST)
- **Platform:** Zoom (link to be provided closer to the date)
- **Facilitator:** Jane Doe, Communication Expert

Please mark your calendars and make it a priority to attend this important session. Your participation will greatly contribute to our team's success.

If you have any questions, feel free to reach out to me.

Best regards,

John Smith
Training Coordinator