

Invitation to HR Policy Training

Dear [Employee Name],

We are pleased to invite you to the upcoming HR Policy Training scheduled for [date] at [time]. This training is essential for ensuring that all employees are familiar with our company's policies and procedures.

Details of the Training Session:

- **Date:** [date]
- **Time:** [time]
- **Location:** [venue/online platform]

Please confirm your attendance by [RSVP deadline]. We look forward to your participation.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]