

Reminder: Upcoming Pharmaceutical Staff Training

Dear Team,

This is a friendly reminder regarding the mandatory pharmaceutical staff training scheduled for **Date** at **Time**. The session will take place in **Location**.

Please ensure your attendance as the topics covered are critical for our compliance and operational excellence.

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

Thank you for your attention to this matter.

Best regards,

Your Name

Your Position

Your Contact Information