Reminder: Upcoming Tech Training Sessions

Dear Team,

This is a friendly reminder about the upcoming tech training sessions scheduled for next week.

- **Session 1:** Introduction to Python
  Date: March 15, 2023
  Time: 10:00 AM - 12:00 PM
  Location: Conference Room A
- **Session 2:** Advanced JavaScript
  Date: March 16, 2023
  Time: 1:00 PM - 3:00 PM
  Location: Conference Room B

Please make sure to prepare any necessary materials and bring your laptops. If you have any questions, feel free to reach out.

Looking forward to seeing you all there!

Best regards,
[Your Name]
[Your Position]