

Upcoming Sales Training Workshop

Dear Team,

We are excited to announce an upcoming Sales Training Workshop designed to enhance your skills and boost our sales performance. This workshop will provide valuable insights and strategies that can help you excel in your role.

Details of the Workshop:

- **Date:** March 15, 2024
- **Time:** 9:00 AM - 4:00 PM
- **Location:** Conference Room A
- **Facilitator:** John Doe, Sales Expert

Please confirm your attendance by March 1, 2024. This is a great opportunity to enhance your sales techniques and interact with fellow team members.

Looking forward to your participation!

Best Regards,
The Management Team