

# Quality Assurance Training Notification

Date: [Insert Date]

To: [Employee's Name]

Department: [Department Name]

From: [Your Name]

Subject: Notification of Upcoming Quality Assurance Training

Dear [Employee's Name],

We are pleased to inform you that you have been selected to participate in the upcoming Quality Assurance Training scheduled for [Insert Date and Time]. This training aims to enhance your skills and knowledge in quality assurance practices, important for our ongoing commitment to excellence.

## Training Details:

- **Location:** [Training Location]
- **Duration:** [Duration of Training]
- **Trainer:** [Trainer's Name]

Please confirm your attendance by [RSVP Date]. Should you have any questions or require further information, feel free to reach out to me.

Thank you for your attention to this important training opportunity. We look forward to your participation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]