

Corporate Governance Training Session Announcement

Dear Team,

We are pleased to announce a Corporate Governance Training Session scheduled for **[Date]** at **[Location]**. This training is crucial for enhancing our understanding of corporate governance principles and practices.

Details of the Training Session:

- **Date:** [Date]
- **Time:** [Time]
- **Duration:** [Duration]
- **Facilitator:** [Facilitator Name]
- **Location:** [Location]

Please confirm your attendance by **[RSVP Date]**.

Thank you for your attention and commitment to our corporate governance initiatives.

Best regards,

[Your Name]

[Your Position]

[Company Name]