

Network Security Training Session

Dear Team,

We are pleased to announce a Network Security Training session scheduled for:

- **Date:** January 15, 2024
- **Time:** 10:00 AM - 1:00 PM
- **Venue:** Conference Room B

This training will cover essential topics including:

- Introduction to Network Security
- Common Threats and Vulnerabilities
- Best Practices for Data Protection
- Incident Response and Management

Please confirm your attendance by replying to this email by January 8, 2024.

Looking forward to your participation.

Best regards,

John Doe
Security Team Lead