

# Announcement of Staff Development Program

Dear Team,

We are excited to announce the launch of our upcoming Staff Development Program, designed to enhance your skills and support your professional growth.

## Program Details:

- **Start Date:** January 15, 2024
- **Duration:** 6 weeks
- **Location:** Conference Room B
- **Schedule:** Every Tuesday and Thursday, 10 AM - 12 PM

This program will cover a range of topics including leadership, communication skills, and project management. We encourage all staff members to participate.

Please RSVP by January 5, 2024, to ensure your place in the program.

Thank you for your attention. We look forward to your participation!

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]