

Dear [Employee's Name],

This is a friendly reminder about the upcoming Professional Growth Training scheduled for [Date] at [Time]. The training will take place at [Location/Platform] and will cover important topics to enhance your skills and career development.

Please ensure you are prepared for the session and have completed any pre-training materials. If you have any questions or concerns, feel free to reach out.

We look forward to seeing you there!

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