

Change Management Training Reminder

Dear Team,

This is a friendly reminder about the upcoming Change Management Training scheduled for **DATE** at **TIME**. The training will be held in **LOCATION**.

As we navigate through recent changes, it is crucial that everyone participates in this training to understand our new processes and expectations.

Please make sure to prepare any questions or topics you would like to discuss during the session.

If you have not already done so, kindly confirm your attendance by **RSVP DATE**.

Thank you for your cooperation!

Best regards,

Your Name

Your Position

Your Company