

ERP User Training Schedule

Dear Team,

We are pleased to announce the schedule for the upcoming ERP User Training sessions. Please find the details below:

Training Schedule:

Date	Time	Session Topic	Trainer
March 1, 2024	9:00 AM - 11:00 AM	Introduction to ERP	John Smith
March 3, 2024	1:00 PM - 3:00 PM	Modules Overview	Mary Johnson
March 5, 2024	10:00 AM - 12:00 PM	Data Entry and Management	Emily Davis

Please make sure to confirm your participation a week before the training. For any inquiries, feel free to reach out.

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