

Reminder: Upcoming Professional Development Deadlines

Dear Team,

This is a friendly reminder that the deadlines for our upcoming professional development opportunities are approaching. Please ensure that you complete the necessary registrations and submissions by the dates listed below:

- **Workshop Registration:** September 15, 2023
- **Course Completion:** September 30, 2023
- **Feedback Submission:** October 5, 2023

Professional development is essential for our growth and success. We encourage everyone to take advantage of these opportunities.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]