

# Announcement: International Trade Compliance Training

Dear Team,

We are pleased to announce an upcoming training session on International Trade Compliance. This training is essential for ensuring that all employees understand and adhere to the regulations governing our global operations.

## Training Details:

- **Date:** March 15, 2024
- **Time:** 10:00 AM - 1:00 PM
- **Location:** Conference Room A
- **Trainer:** Jane Smith, Compliance Officer

Please confirm your attendance by March 1, 2024, to ensure adequate preparation. Your participation is crucial for the success of our compliance program.

Thank you for your attention and commitment to compliance.

Best regards,

**Your Name**  
**Your Position**  
**Company Name**