

Dear Team,

We are excited to announce the launch of our new teamwork platform, **[Platform Name]**, designed to enhance collaboration and streamline our workflow.

Launch Date: [Date]

Please mark your calendars for a brief training session on **[Training Date]** at **[Time]**. This will help you get acquainted with the features and functionalities of the new platform.

We encourage everyone to explore the platform and provide feedback as we want this tool to work effectively for all team members.

Thank you for your continued support and cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]