

Invitation to ERP Training Session

Dear [Recipient's Name],

We are pleased to invite you to attend our upcoming ERP Training Session scheduled for **[Date]** from **[Start Time]** to **[End Time]**.

This training will cover essential topics including:

- Introduction to ERP Systems
- Module Overviews
- Hands-on Practice
- Q&A Session

Please confirm your attendance by **[RSVP Date]**.

Looking forward to your participation!

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]