

Training Schedule and Expectations

Dear [Participant's Name],

We are pleased to inform you about your upcoming training session. Below are the details regarding the schedule and expectations:

Training Schedule

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Expectations

1. Arrive at least 10 minutes early.
2. Bring all necessary materials, including a notepad and pen.
3. Participate actively in discussions and activities.
4. Complete any pre-training assignments.

We look forward to your participation and are excited to help you grow in your role!

Best regards,

[Your Name]

[Your Position]

[Your Company]