

Distribution of Faculty Advising Training Materials

Date: [Insert Date]

Dear [Faculty Member's Name],

We are pleased to inform you that the training materials for faculty advising are now available for distribution. These materials are designed to enhance your advising skills and provide you with the necessary tools to support our students effectively.

Please find the following materials included:

- Advising Handbook
- Student Support Resources Guide
- Advising Best Practices Document
- Training Workshop Schedule

We encourage you to review these materials thoroughly and integrate the strategies into your advising sessions. Training workshops will begin on [Insert Start Date]. Please RSVP by [Insert RSVP Date] to confirm your attendance.

Thank you for your commitment to student success!

Sincerely,

[Your Name]

[Your Position]

[Your Institution]