

Reminder: Upcoming Logistics Workforce Training

Dear Team,

This is a friendly reminder about your participation in the upcoming logistics workforce training scheduled for **[Date]** at **[Time]**. The training will take place at **[Location]**.

Your attendance is essential for enhancing our skills and ensuring smooth operations within our logistics team. Please make sure to come prepared with the necessary materials.

If you have any questions or concerns, feel free to reach out to **[Contact Name]** at **[Contact Email]**.

Thank you for your commitment to continuous improvement!

Best regards,
[Your Name]
[Your Position]
[Company Name]