

Invitation to IT Department Training Session

Dear Employees,

We are pleased to invite you to an upcoming training session hosted by the IT Department. This session aims to enhance your technical skills and ensure you are well-equipped to utilize our systems effectively.

Training Details:

- **Date:** March 15, 2024
- **Time:** 10:00 AM - 12:00 PM
- **Location:** Conference Room B
- **Topics Covered:** System Security, Software Updates, Troubleshooting Common Issues

Please confirm your attendance by replying to this email by March 10, 2024.

Thank you for being a valued part of our team!

Best Regards,
The IT Department