

# Announcement: Upcoming User Training

Dear Team,

We are excited to announce an upcoming user training session designed to enhance your skills and knowledge regarding our latest software tools. This training is mandatory for all users to ensure everyone is equipped to utilize our systems effectively.

## Training Details:

- **Date:** March 15, 2023
- **Time:** 10:00 AM - 12:00 PM
- **Location:** Conference Room B
- **Training Facilitator:** John Doe, Senior Trainer

Please make it a priority to attend. If you have any questions or conflicts, reach out to your manager.

Looking forward to seeing you all there!

Best regards,

The Training Team