

Initial Training Schedule

Date: [Insert Date]

To: [Employee Name]

Subject: Initial Training Schedule for Transport Roles

Dear [Employee Name],

We are pleased to inform you that your initial training for your new role in the transport department has been scheduled. Please find the details below:

Training Schedule

Date	Time	Location	Trainer
[Insert Date 1]	[Insert Time 1]	[Insert Location 1]	[Insert Trainer 1]
[Insert Date 2]	[Insert Time 2]	[Insert Location 2]	[Insert Trainer 2]
[Insert Date 3]	[Insert Time 3]	[Insert Location 3]	[Insert Trainer 3]

Please ensure that you arrive on time and bring any necessary materials as specified by your trainers. This training is essential for your success in your role, and we look forward to your active participation.

Should you have any questions, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]