Audit Staff Training Schedule

Dear Team,

We are pleased to announce a series of training sessions for our audit staff. These sessions are designed to enhance your skills and knowledge in line with our auditing standards and practices.

Training Session Details

Date	Time	Location	Trainer
June 5, 2023	10:00 AM - 12:00 PM	Conference Room A	John Doe
June 12, 2023	1:00 PM - 3:00 PM	Conference Room B	Jane Smith
June 19, 2023	10:00 AM - 12:00 PM	Online Webinar	Mike Johnson

Please confirm your attendance by replying to this email by May 30, 2023.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Company]