

Inventory Obsolescence Training Schedule

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Training Schedule for Inventory Obsolescence

Dear [Recipient's Name],

We are pleased to announce a training session focused on inventory obsolescence, which is vital for improving our inventory management practices and reducing loss due to outdated stock.

Training Details:

- **Date:** [Insert Training Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Location]
- **Duration:** Approximately [Insert Duration]

Agenda:

1. Understanding Inventory Obsolescence
2. Identifying Obsolete Inventory
3. Best Practices for Inventory Management
4. Strategies to Minimize Obsolescence
5. Q&A Session

We encourage all relevant team members to participate in this important training session.

Please confirm your attendance by [Insert RSVP Date].

Thank you, and we look forward to your participation.

Best regards,

[Your Name]

[Your Position]

[Your Company]