

Reminder: Upcoming Employee Skill Enhancement Training

Dear [Employee Name],

This is a friendly reminder about the upcoming Skill Enhancement Training scheduled for [Date] at [Time]. The training will take place in [Location/Platform].

The session will cover essential skills that are critical for your role, and we encourage your active participation.

Please ensure that you complete any pre-training materials by [Deadline].

If you have any questions, feel free to reach out to [Contact Person/Email].

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Company Name]