

# Job Training Program Schedule

Dear [Participant's Name],

We are pleased to provide you with the details of the upcoming Job Training Program. Please find the schedule below:

## Training Schedule

Date	Time	Session Topic	Instructor
March 1, 2024	9:00 AM - 12:00 PM	Introduction to [Field]	[Instructor's Name]
March 2, 2024	1:00 PM - 4:00 PM	Skill Development Workshop	[Instructor's Name]
March 3, 2024	9:00 AM - 12:00 PM	Resume Writing and Interview Skills	[Instructor's Name]

## Location

The training sessions will be held at:

[Venue Address]

## Contact Information

If you have any questions, please feel free to reach out at:

Email: [Email Address]

Phone: [Phone Number]

We look forward to your participation in the program!

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]