

Notification for Cross-Training Sessions

Date: [Insert Date]

To: [Employee Name]

Subject: Notification of Upcoming Cross-Training Sessions

Dear [Employee Name],

We are pleased to inform you that you have been selected to participate in the upcoming cross-training sessions scheduled to take place on [insert dates]. These sessions are designed to enhance your skills and knowledge across various departments within our organization.

Details of the sessions are as follows:

- **Session 1:** [Topic] - [Date/Time]
- **Session 2:** [Topic] - [Date/Time]
- **Session 3:** [Topic] - [Date/Time]

Please make sure to attend all sessions as they are crucial for your professional development and will contribute positively to your current role.

If you have any questions, feel free to reach out to your supervisor or the HR department.

Best regards,

[Your Name]

[Your Position]

[Company Name]