

Important Announcement: Mandatory Staff Training Day

Dear Team,

We are writing to inform you of a mandatory staff training day scheduled for **[Date]**. The training will take place from **[Start Time]** to **[End Time]** in **[Location/Platform]**.

This training is essential for ensuring that all staff are up-to-date with the latest procedures and policies. Attendance is required, and we expect everyone to actively participate.

Please mark your calendars accordingly and prepare to engage in discussions and activities designed to enhance our work environment.

If you have any questions or concerns, feel free to reach out to **[Contact Person]**.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Job Title]
[Company/Organization Name]