

# Reminder: Upcoming Staff Training Workshops

Dear Team,

This is a friendly reminder about the upcoming staff training workshops scheduled for next week. Please find the details below:

- **Date:** November 15, 2023
- **Time:** 10:00 AM - 4:00 PM
- **Location:** Conference Room A
- **Topics Covered:**
  - Effective Communication
  - Time Management Strategies
  - Team Collaboration Tools

Please make sure to attend as attendance is mandatory. If you have any questions, feel free to reach out to HR.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Company Name]