Announcement: Executive Leadership Course

Dear Team,

We are excited to announce the upcoming Executive Leadership Course designed to empower our leaders with the skills and knowledge necessary to navigate the evolving landscape of our industry.

Course Details:

- **Duration:** 6 weeks
- **Start Date:** January 15, 2024
- **Location:** Company Headquarters, Conference Room B

This course will cover key topics including strategic thinking, effective communication, and team dynamics. Attendance is mandatory for all executive leadership members.

Further details about the schedule and registration will be provided soon. We look forward to your active participation in this enriching experience.

Sincerely,

[Your Name]

[Your Position]

[Company Name]