

Training Assignment Announcement

Dear [Employee's Name],

We are pleased to inform you that you have been selected for a training assignment titled **[Training Program Name]**.

Date: **[Start Date]** - **[End Date]**

Location: **[Location]**

This training is designed to enhance your skills in **[Skill/Area of Focus]** and is part of our commitment to employee development.

Please confirm your attendance by **[RSVP Date]**.

We look forward to your participation!

Best Regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]