

# Announcement: Disaster Recovery Plan Training Session

Dear [Team/Department Name],

We are pleased to announce a training session on our Disaster Recovery Plan scheduled for [Date] at [Time]. This session will take place at [Location/Virtual Link].

During this training, we will cover:

- An overview of the Disaster Recovery Plan
- Roles and responsibilities during a disaster
- Emergency procedures and protocols
- Hands-on exercises and Q&A session

Your participation is crucial to ensure we are all prepared and can effectively respond in case of a disaster. Please RSVP by [RSVP Deadline] to [Contact Person/Email].

Thank you for your attention and commitment to our safety and preparedness.

Best regards,  
[Your Name]  
[Your Position]  
[Your Organization]