

# Mandatory Training Schedule

Dear Employees,

We hope this message finds you well. As part of our commitment to ongoing professional development, we are pleased to announce the upcoming mandatory training sessions for all employees. Please find the schedule below:

## Training Schedule

Date	Time	Training Topic	Location
January 15, 2024	9:00 AM - 11:00 AM	Workplace Safety	Main Conference Room
January 22, 2024	1:00 PM - 3:00 PM	Diversity and Inclusion	Training Room A
January 29, 2024	10:00 AM - 12:00 PM	Data Protection Policies	Training Room B

Please make it a priority to attend these sessions, as they are crucial for compliance and your professional growth. If you have any questions or if you are unable to attend any of these sessions, please reach out to your supervisor.

Thank you for your attention to this important matter.

Best regards,  
Human Resources Department