

Performance Improvement Training Schedule

Dear [Employee's Name],

We are committed to your professional growth and would like to invite you to participate in our upcoming Performance Improvement Training. Below are the details of the training schedule:

Training Schedule

Date	Time	Location	Topics Covered
[Date 1]	[Time 1]	[Location 1]	[Topics 1]
[Date 2]	[Time 2]	[Location 2]	[Topics 2]
[Date 3]	[Time 3]	[Location 3]	[Topics 3]

We encourage you to attend all sessions, as they are designed to enhance your skills and improve your performance. Please confirm your attendance by [RSVP Date].

Sincerely,
[Your Name]
[Your Position]