

GDPR Compliance Training Schedule

Dear Team,

As part of our commitment to data protection and GDPR compliance, we are pleased to announce the following training sessions:

Training Schedule

Date	Time	Location	Facilitator
January 15, 2024	10:00 AM - 12:00 PM	Conference Room A	Jane Doe
January 17, 2024	1:00 PM - 3:00 PM	Online (Zoom)	John Smith
January 20, 2024	2:00 PM - 4:00 PM	Conference Room B	Mary Johnson

Please make it a priority to attend one of these sessions. Your participation is essential to ensure that we are all aware of our responsibilities under GDPR.

Thank you for your cooperation.

Sincerely,

Your Name
Your Position
Your Company