

Notification of Upcoming HR Training Session

Dear [Employee Name],

We are pleased to inform you that there will be an HR training session scheduled for [Date] at [Time]. The session will take place in [Location/Platform].

This training session is designed to enhance your skills and knowledge in [Subject/Topics of Training]. Attendance is mandatory for all employees.

Please confirm your attendance by replying to this email by [RSVP Deadline].

Thank you for your commitment to professional development.

Sincerely,
[Your Name]
[Your Position]
[Company Name]