

Notice of Corporate Training Workshop

Date: [Insert Date]

To: All Employees

From: [Your Name]
[Your Position]

Subject: Upcoming Corporate Training Workshop

Dear Team,

We are pleased to announce a Corporate Training Workshop scheduled for [Insert Date] from [Start Time] to [End Time] at [Location]. This workshop aims to enhance our skills in [insert topics or areas of focus], and it is mandatory for all employees to attend.

Please RSVP by [RSVP Deadline] to ensure your participation. We look forward to your active participation and believe this workshop will significantly contribute to our professional growth.

Best regards,

[Your Name]
[Your Position]
[Your Contact Information]