

Monthly Knowledge Sharing Session Announcement

Dear Team,

We are excited to announce our upcoming Monthly Knowledge Sharing Session scheduled for **[Date]** at **[Time]**. This session will be held in **[Location/Platform]**.

The theme for this month is **[Theme/Topic]**. We encourage all members to share their insights and experiences related to this topic. If you would like to present, please confirm by **[RSVP Date]**.

Join us for an engaging discussion and the opportunity to expand our collective knowledge!

Best Regards,
[Your Name]
[Your Position]
[Your Company]