

Refresher Training Dates Notification

Dear Team,

We would like to inform you of the upcoming refresher training sessions designed for existing staff. Please find the details below:

Training Schedule

- **Date:** January 15, 2024
- **Time:** 10:00 AM - 2:00 PM
- **Location:** Conference Room A

- **Date:** January 22, 2024
- **Time:** 10:00 AM - 2:00 PM
- **Location:** Conference Room B

Attendance is mandatory for all staff members. Please ensure that you arrive on time and bring any necessary materials.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]