

Training Session Announcement Letter

This package contains:

1. Instructions & Checklist for Training Session Announcement Letter
2. Training Session Announcement Letter

Instructions & Checklist for Training Session Announcement Letter

- This package contains (1) Instructions & Checklist for a Training Session Announcement Letter; and (2) Training Session Announcement Letter;
- This form is designed to assist you in drafting a letter to announce an employee training session.
- Be sure to include any “enclosures” mentioned in the letter. If there are no “enclosures” you may delete “Enclosure” from the bottom of the letter.
- Be sure to sign the letter and to make a copy before sending it out.
- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.
- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.
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[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

November 9, 2010

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Thank you for being a valued member of our team here at [Company Name].

In order to continue to improve our service to customers and expand your skills, an employee training session has been scheduled. This session will focus on [Briefly Describe Session Content].

You are scheduled to attend the session on [Date]. The training will take place at [Location] from [Starting to Ending Time]. If you are unable to attend, please notify me immediately so other arrangements can be made.

In the meantime, thank you again for all you do on behalf of [Company Name]. I look forward to seeing you at the training session.

Sincerely,

[Your Name]
[Title if any or delete if none]