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| Company Name |
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# Memorandum

To: Recipient Name

From: Your Name

CC: CC Name

I am very happy to announce that our company has decided to start training session for the employees. The main purpose of the training is to bring improvement in [professional skills] in our employees. The training session will be starting from 10th Sep to 20th Sep. The timings of the training will be 2 p.m. to 4 p.m. If for any reason you will not be available for training, do let us know.