Recipient Name  
Recipient Address

Dear [NAME/staff],

I am pleased to let you know that (name of company) has arranged a wonderful training session for our full-time employees. The training aims to improve the skills of our staff. The sessions will start from (date) till (date)

The training will occur at (place of training). The timings will be (state the timings).

We will truly appreciate your participation. We believe that everyone plays a role in advancing the company and so it is important to improve our skills. We have analyzed what areas need improvement.

The training will focus on (state here).

We hope that you take the training sessions seriously.

Regards

(Your Name)