

To,

[Mention the name of the recipient]

[Mention the address of the recipient]

[Mention the date]

Sub- Announcement letter for conference.

Dear, [mention the name of the recipient]

We are very delighted to let you all know about the training session which will be conducted by our esteemed company that is [mention the name of the company] for the new employees which will be done by the senior employee. This training is [mention the name of the training, how it will help the employee, what is to be done to maintain a good performance and mention the other factors which are required for the employees to know about the training].

This training will improve the quality of our service and it will be better than the previous one. By this training session, we will be able to expand our business as there will be more trained employees who will be able to provide services at different locations at the same time. Hope you will all get different ideas after attending this training session, it will definitely brush up your skills and you will become a pro at your work. You all are required to attend this training session.

The new training which is [mention the name of the training] will start from [mention the starting date] to [mention the ending date] and the timings are from [mention the starting time] to [mention the ending time]. This training will take place at [mention the name of the location]. You all are requested to be there on time without any delay and excuse.

The rules and regulations of this new training is [mention all the rules and regulations]. If you have any queries regarding the same then kindly contact us through our contact details mentioned below or visit us. Your cooperation and support is highly appreciated. Thank you so much for your time.

With regards, [mention the name of the sender]

[Mention the designation]

[Mention the name of the institution]

[Mention the address of the institution]

[Mention the contact details of the institution]