**Re. Announcement of Annual Training Program for 2023**

Dear Employees, this letter concerns the annual training program 2055 which is going to start in [month]. As per our scheduled program, the company is committed to providing necessary training and education to the employees for their personal and professional well-being and growth. It is to inform you all that the training program shall commence next month in the company’s training hall.

This training shall add to your inter and intra-personal skills and will definitely make your performance efficient and better at work. We are delighted to tell you that in this phase of training, we are taking almost all the employees who will work and get training sessions simultaneously. Due to the growing economic stress on the business, we do not have enough budget to carry out this training program outside the company or get external assistance in this regard.

However, the training sessions will be conducted and managed by the company’s most senior officials. It will be a classroom-based learning program in which you will be educated with leadership skills and the changing trends in digital learning and education, communication skills, and the language apparatus as a tool to win clients and projects, public and customer service representatives in the most effective way.

Please remember that the training is not limited to the mentioned skills. Also, these training sessions are test-based and hence, there are chances of your performance getting judged on the basis of these training sessions and the assessment made at the end of the program.

You will also be provided with a certificate of training participation at the end of the program which will be effective for two years from the date of issuance. This certificate can enhance the strength and outlook of your professional profile which will ultimately provide you with better opportunities in the future.

The training program will be a [number of days or weeks] session in which senior officials will present and discuss modern skills and their needs. Moreover, one-third of the training session will be IT-based in which you will gain more knowledge and experience on your computer skills and research methods.

To conclude, this training session is mandatory for all the employees and therefore, no excuse from work will be accepted during these days. If any of you have a prior commitment at work and otherwise, please discuss your matter with the head of the department before [date]. All employees are required to submit their professional profile along with educational and experience certificates to the Assistant HR Manager till [date].

Your active participation in this training program is highly encouraged and appreciated. Thank you.

Regards,

[Name]  
[Designation]  
[Company Name]

[Date]