**Subject: Commencement of Annual Training Program**

Dear All,

This letter announces the commencement of the annual training program for the session 2022-23. This is an annual training program that is multi-phased and divided into different groups according to departmental needs and requirements.

In this training session, you will learn more about your departmental education and field-related experience. The training has two phases for all the employees. The first phase concerns the general training which is also called the common training program (CTP) in which our employees will learn about professionalism. Professional research, professional agenda and international markets, communication skills, client coordination, and leadership skills. In the second phase, which is also called the departmental training program (DTP), department-specific and categorical training will be provided.

However, this training is employee-oriented, therefore, it is mandatory for everyone to attend all the sessions. The training program will be [number of days] days long with four days a week of training sessions. Two hours a day class will start from [mention the date] and will take place in the conference hall. Any change in the date or place of the training will be informed immediately.

If you have any questions, please ask without any hesitation. Moreover, we are open to discussion, ideas, and suggestions for the training program, you are welcome to open up and let us know of your valuable contribution and feedback. Thank you.

Best Regards,

[Name]  
[Designation]  
[Company Name]  
[Signature & Date]