## Training announcement email templates

*by TalentLMS*

### Template 1: In-person training

**Email subject line:** Training invitation: *[Name of training course*]. Save the date!

Dear [*employee name*],

You’re invited to attend [*name of course*] on [*date*], from [*start time*] to [*end time*]. Please save the date in your calendar.

Focusing on [*main objective*], after completing the [*session/sessions*] you’ll have learned how to [*skills/knowledge achieved*].

The training will take place [*location*].

I do hope you can join us. Please respond to this email to book your seat by [*date*].

Thank you,

[*name*]

[*email signature*]

### 

### 

### Template 2: Online training

**Email subject line:** Training invitation: [*Name of training course*]. Save the date!

Dear [*employee name*],

You’re invited to attend [*name of course*] on [*date*], from [*start time*] to [*end time*]. Please save the date in your calendar.

This course is a great chance to expand your knowledge on [*topic of the course*] and learn how to [*skills/knowledge achieved*].

The training will take place online. An email with joining details (link and password) will be sent nearer the time.

I do hope you can join us. Please respond to this email to book your seat by [*date*].

Thank you,

[*name*]

[*email signature*]