## “Reminder for a live training session” email templates

*by TalentLMS*

### Template #1: Reminder for an offline training session

**Email subject line:** [*Number*] days to go! [*Name of training course*] training session is almost here.

Dear [*employee name*],

Thank you for your interest in [*name of training course*]. There are only [*number*] days to go and we’re excited to have you join our session at [*time*] on [*day/date*] at [*location*].

Here’s **a link with directions**. Feel free to call [*phone number*] if you need any help.

Just a reminder that, if you have any special requirements or need any adjustments please let me know.

Thank you again for your commitment to [*XYZ*].

I look forward to seeing you there.

Best,

[*name*]

[*email signature*]

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### Template #2: Reminder for an online training session

**Email subject line:** [*Number*] days to go! [*Name of training course*] training session is almost here.

Dear [*employee name*],

Thank you for your interest in [*name of training course*]. There are only [*number*] days to go and we’re excited to have you join our session.

To log in, **click on this link** and then use the following details:

* **Username:** [*username*]
* **Password:** [*password*]

If possible, connect a couple minutes earlier to make sure everything’s working properly. If you experience any technical issues, feel free to contact me via email or call me on [*phone number.*]

Just a reminder that, if you have any special requirements or need any adjustments please let me know.

Thank you again for your commitment to [*XYZ*].

I look forward to seeing you there.

Best,

[*name*]

[*email signature*]