# “Invitation to sales training” email templates

*by TalentLMS*

### Template 1: Face-to-face sales training

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

Dear [*employee name*],

We’re holding a [*name of course*] training course on [*date*], from [*start time*] to [*end time*], and I would like you to attend. Please save the date in your calendar. The training will take place at [*location*].

To confirm your attendance, please [*XYZ*].

The aim of this training is to [*XYZ*]. And by the end of the course, you will have learned how to [*skills/knowledge achieved*].

This is a valuable course that will help you elevate your own performance as well as that of your team.

If you have any special requirements or adjustments, please let me know.

Thank you in advance for your commitment to [*XYZ*].

[*name*]

[*email signature*]

### Template 2: Live virtual training

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

Dear [employee name],

We’re holding a [name of course] training course on [date], from [start time] to [end time], and I would like you to attend. Please save the date in your calendar.

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

The aim of this training is to [XYZ]. And by the end of the course, you will have learned how to [skills/knowledge achieved].

This is a valuable course that will help you elevate your own performance as well as that of your team.

Thank you in advance for your commitment to [XYZ].

[name]

[email signature]

### Template 3: Online course

**Email subject line:** Sales training invitation: [Name of training course]

Dear [employee name],

You are invited to complete a [name of training] course. This is an online course and will take approximately [duration] to complete.

The aim of this training is to [XYZ]. And by the end of the course, you will have learned how to [skills/knowledge achieved].

This is a valuable course that will help you elevate your own performance as well as that of your team.

To access the training please go to [link/website] and enter the following details:

Username: [username]  
Password: [password]

To help meet our deadlines, please complete this course by [date].

Thank you in advance for your commitment to [XYZ].

[name]

[signature]

### Template 4: Reminder (self-paced learning)

**Email subject line:** One week to go! Please complete your [name of course] training

Dear [employee name],

The deadline for completing your [name of course] training is [day], [date]. That’s one week from now. This is a final reminder to make sure you’ve finished the course by then.

To access the training, go to [link] and log in by [details].

If you need any more information or help, please contact [team or individual email].

Thank you in advance for your commitment to [XYZ].

Best,

[name]

[email signature]

### Template 5: Reminder (live training/presentation/workshop)

**Email subject line:** Three days to go until your [name of course]

Dear [employee name],

A friendly reminder that your [name of course] [workshop/presentation/training] takes place this [day], [date], from [start time] to [end time], in [location].

If you have any special requirements or need any adjustments, please let [name of HR representative hyperlinked with email address] know before this date.

For more information, please contact [team or individual email].

Thank you in advance for your commitment to [XYZ].

Best,

[name]

[email signature]