[Accounts Department]

[Organization Name]

Date:

**Subject: Announcement of Employee Training**

To whom it may concern,

It is to inform all the members of the Accounts Department that special training will be provided by Mrs. Olivia Harris, an expert on different accounting software. She will be providing training on operating and managing the new accounting software introduced three days ago.

So it is compulsory for all the members of the Accounts Department to attend this training. This training will begin on Wednesday, 15th June at 9:00 am. If you have anything to ask, feel free to contact us.

Thanks!

Sincerely,

[Sender Name]

[Sender Signature]

[Sender Designation]

[Sender Contact Details]