# Training Announcement Email Templates

**What you’ll find in this document…**

| **Type** | **Description** |
| --- | --- |
| [**In-person training**](#_oci626ou7a7b) | 2 templates per training type:   * (1) Mandatory training invitation * (1) Optional training invitation |
| [**Live virtual training**](#_na4fcwczz40p) |
| [**Online asynchronous training**](#_ovts7gpnhr52) |

### **How to use these templates**

1. Select the template outline you wish to use.
2. Change the default text (any text that is in square brackets [] ) to the desired content.
3. Copy/paste the content of these templates into either:
   * Your [LMS notification settings](https://help.talentlms.com/hc/en-us/articles/9651467334044-How-to-work-with-notifications-in-TalentLMS)  
     ***NOTE****: the content in square brackets may need to be replaced with the relevant variables in your LMS system.*
   * Your email provider

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### **Template 1: In-person training**

| **Mandatory in-person training** | | |
| --- | --- | --- |
| **Email Subject Line** | | Mandatory training invitation: [Name of training course]. Save the date! |
| **Email Body (Mandatory training)** | | Dear [employee name],  We’re hosting a [name of course] on [date], from [start time] to [end time], and would like you to attend. Please save the date in your calendar. The training will take place [location].  The goal of this training is to [XYZ]. After completing the course, you’ll have learned how to [skills/knowledge achieved].  It’s essential that we all complete this training. By doing so, you can help create and maintain a [fair/safe/ethical/compliant/secure] environment for us all.  If you have any special requirements or adjustments, please let me know.  Thank you in advance for your commitment to [XYZ].  I look forward to seeing you there.  [name]  [email signature] |
| **Optional in-person training** | | |
| **Email Subject Line** | | Training invitation: [Name of training course]. Save the date! |
| **Email Body** | | 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: Live virtual training**

| **Mandatory live virtual training** | | |
| --- | --- | --- |
| **Email Subject Line** | | Mandatory training invitation: [Name of training course]. Save the date! |
| **Email Body (Mandatory training)** | | Dear [employee name],  We’re hosting a [name of course] on [date], from [start time] to [end time], and 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’ll have learned how to [skills/knowledge achieved].  It’s essential that we all complete this training. By doing so, you can help create and maintain a [fair/safe/ethical/compliant/secure] environment for us all.  Thank you in advance for your commitment to [XYZ].  [name]  [email signature] |
| **Optional live virtual training** | | |
| **Email Subject Line** | | Training invitation: [Name of training course]. Save the date! |
| **Email Body** | | 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] |

### **Template 3: Online asynchronous training**

| **Mandatory online asynchronous training** | | |
| --- | --- | --- |
| **Email Subject Line** | | Mandatory training invitation: [Name of training course] |
| **Email Body** | | Dear [employee name],  You’re invited to complete a [name/topic of course] 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’ll have learned how to [skills/knowledge achieved].  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].  It’s essential that we all complete this training. By doing so, you can help create and maintain a [fair/safe/ethical/compliant/secure] environment for us all.  Thank you in advance for your commitment to [XYZ].  [name]  [email signature] |
| **Optional online asynchronous training** | | |
| **Email Subject Line** | | Training invitation: [Name of training course] |
| **Email Body** | | Dear [employee name],  You’re invited to complete this optional [name/topic of course] course. This is an online course and will take approximately [duration] to complete.  This course is a great chance to expand your knowledge on [topic of the course] and learn how to [skills/knowledge achieved].  If you’re interested in accessing the course, simply go to [link/website] and use the following login details:   * Username: [username] * Password: [password]   Thank you for considering this as part of your professional growth.  [name]  [email signature] |