

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

|                      |      |                      |
|----------------------|------|----------------------|
|                      |      | Return address:      |
|                      |      | Name                 |
|                      | Date | Address Line 1       |
|                      |      | Address Line 2       |
|                      |      | City, State Zip Code |
| Name                 |      |                      |
| Company              |      |                      |
| Address Line         |      |                      |
| City, State Zip Code |      |                      |

Re: Directive Letter – Announce an Employee Training Session

Dear :

We will be having an employee training session on {date} at {time}. We are having this training session to better prepare our employees with { }. Because the majority of your duties are in this area, I believe that this session would be a great way for you to hone your abilities and talents. You may contact {name} at {number} by {date} to register for this session.

If you have any questions, please do not hesitate to contact me.

Sincerely,

N A M E