



Company Address  
Company Email  
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Company Number

# Training Announcement Memo

November 13, 2050

To: All Employees  
From: [Your Name]

Subject: Training Announcement

Dear Team,

I am pleased to announce an upcoming training program aimed at enhancing our skills and knowledge to better serve our clients and contribute to the continued success of [Your Company Name]. We believe that investing in our employees' professional development is crucial for our collective growth, and this training opportunity is designed to help us achieve that goal.

## Training Details

Training Title:	Advanced Customer Service Excellence
Trainer:	
Date:	
Time:	
Location:	

## Training Objectives

This training program will cover a range of topics to help us provide even better customer service, including:

# Sample Of Memo Requesting Attending Training

**S Ashworth**



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