## “Invitation to live ILT session” email templates

*by TalentLMS*

### Template #1: Mandatory offline training

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

Dear [*employee name*],

We’re hosting a [*name of course*] training session 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*]. It will be led by [*name of instructor*] who [*some details about their background and qualifications/experience*].

All employees are required to attend. The goal of this training is to [*XYZ*]. After attending this session, you’ll have learned how to [*skills/knowledge achieved*].

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

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

I look forward to seeing you there.

Best,

[*name*]

[*email signature*]

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### Template #2: Optional virtual training

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

Dear [*employee name*],

You’re invited to attend [*name of course*] on [*date*], from [*start time*] to [*end time*]. Places are limited, so if you’re interested please respond to this email as soon as you can. But at the latest by [*date*]. And, remember to save the date in your calendar.

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

The session will be led by [*name of instructor*] who [*some details about their background and qualifications/experience*].

This course is optional but offers an opportunity to expand your knowledge on [*topic of the course*] and learn how to [*skills/knowledge achieved*].

I do hope you can join us.

Thank you,

[*name*]

[*email signature*]