

Circular No. 4: Launch of a New Training Program

CIRCULAR No. 04/2025

To: All Employees

Subject: Launch of the "Future-Ready Skills" Training Program

We are pleased to announce the launch of our new company-wide training initiative, the "Future-Ready Skills" program. This program is designed to equip all employees with essential skills in [e.g., digital literacy, data analysis, or leadership] to help us navigate the evolving landscape of our industry.

The program will commence on [Start Date] and will be conducted through a series of workshops and online modules. Participation is mandatory for all employees, and detailed schedules for each department will be shared by your respective managers by [Date].

We encourage everyone to actively participate and make the most of this opportunity for professional growth and development.

**Thank you,
Training and Development Manager**