

Date: [Insert Date]

Subject: Invitation to Online Training Program & Zoom Session Schedule

Dear Participant,

We are pleased to invite you to participate in our upcoming **online training program**. This program is designed to enhance your skills and knowledge through a series of interactive virtual sessions. Below, you will find the detailed schedule of our Zoom training sessions, including topics, dates, and times.

Zoom Session Schedule

Session No.	Topic	Date	Time (Timezone)	Zoom Link
1	Introduction & Program Overview	[Insert Date]	[Insert Time]	Join Session
2	Core Module: Key Concepts	[Insert Date]	[Insert Time]	Join Session
3	Practical Applications & Q&A	[Insert Date]	[Insert Time]	Join Session

Instructions for Joining the Sessions

1. Please ensure you have a stable internet connection and Zoom installed on your device.
2. Click on the provided Zoom link at the scheduled time.
3. Enter your full name when joining for attendance purposes.
4. Keep your microphone muted unless you are invited to speak.
5. If you have any questions or technical issues, please contact [Support Contact/Email].

We look forward to your active participation in the program. Please mark your calendars and be prepared for an engaging learning experience!

Best regards,
[Your Name]
[Your Position]
[Organization Name]