

Subject: Knowledge Transfer Session Scheduled

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to confirm the details of our upcoming knowledge transfer session regarding [specific topic or project name]. This session aims to ensure a smooth transition and equip you with the necessary insights and resources.

****Details of the Session:****

- ****Date:**** [Insert date]
- ****Time:**** [Insert time]
- ****Duration:**** [Insert duration]
- ****Location:**** [Insert location/virtual link]
- ****Agenda:****

1. Overview of [specific topic/project]
2. Key processes and workflows
3. Important documentation and resources
4. Q&A session

Please come prepared with any questions you might have. I look forward to our session and sharing valuable information that will benefit you and the team.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]

[Your Company Name]