

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Job Title]

[Employee Department]

[Employee Address]

Dear [Employee Name],

Subject: Notification of Zscaler Training Session

We are pleased to inform you that you have been selected to participate in an upcoming Zscaler training session. This training is essential to enhance our team's skills in using Zscaler effectively and ensuring the security of our network.

**\*\*Training Details:\*\***

- **\*\*Date:\*\*** [Insert Date]

- **\*\*Time:\*\*** [Insert Time]

- **\*\*Duration:\*\*** [Insert Duration]

- **\*\*Location:\*\*** [Insert Location/Online Link]

- **\*\*Trainer:\*\*** [Trainer Name]

Please make it a priority to attend this session, as it will provide valuable insights and updates about Zscaler's features and best practices. We encourage you to prepare any questions you may have in advance.

If you have any conflicts with the scheduled time, please notify [Contact Person's Name] at [Contact Email/Phone Number] by [RSVP Date].

We appreciate your commitment to continuous learning and professional development.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]