**Subject:** Announcing new online training at (Company name)

**Body:**

We are excited to announce new professional development and skills training available for employees at [Company name]! You now have 24/7 access to (# of courses) online courses that will help you develop new skills and grow in your career.

Topics include:

* Topic A (ie, business ethics, Microsoft Office, project management, etc.)
* Topic B
* Topic C
* Topic D

Get started today by [insert instructions here]. If you have any questions or want to talk about training opportunities at [Company name], please contact me or your manager today.

**Subject:** New skills training and professional development courses designed to help you grow at (Company name)

**Body:**

Because we believe it’s important to invest in growing your current skill set and learning new skills for future career growth, we are excited to announce new online, on-demand elearning courses now available to you 24/7. From [topic area] to [topic area] and with over [number of courses] to choose from, we are confident you will find a learning opportunity for you.

Get started today by [insert instructions].

Not seeing what you are looking for or have questions? Contact [NAME] or your manager for more information about what training opportunities are available for you.