Training reminder email

Send the main reminder two business days before the session and a short one the day before. For early-morning or shift-based sessions, add a text one to two hours before the start.

TWO DAYS BEFORE

Subject: Reminder: [Training Name] on [Training Date]

Hi [First Name],

A reminder that you're booked on [Training Name]:

When: [Training Date], [Start Time] to [End Time] ([Time Zone])
Where: [Room and Building / Video Link]
Bring: [Items to Bring, e.g. your laptop, charged, and your badge]
Before the session: [Pre-work, e.g. complete the 15-minute module here: Pre-work Link]

Your shift has been adjusted so you're covered for this time. If you can no longer attend, please move to another session by [Change Deadline] here: [Reschedule Link]. Don't just skip it; the seat can go to someone on the waitlist.

See you there,
[Your Name]
[Title], [Company]

DAY BEFORE (SHORT)

Subject: Tomorrow at [Start Time]: [Training Name]

Hi [First Name],

See you tomorrow for [Training Name] at [Start Time] in [Location].

Please arrive 5 minutes early so we can start on time. [Pre-work reminder, if not done]

Can't make it? Let [Contact Name] know today at [Contact Email or Phone].

[Your Name]

VIRTUAL SESSION

Subject: Your link for [Training Name] at [Start Time]

Hi [First Name],

[Training Name] starts at [Start Time] ([Time Zone]) on [Training Date].

Join: [Video Link]

Dial-in backup: [Dial-in Number], passcode [Passcode]

A few minutes before, check your audio and that [System or Tool] opens, since you'll practice in it during the session. Please join from a quiet spot where you can use your camera.

If you have a technical problem on the day, message [Contact Name] at [Contact Email or Phone].

[Your Name]
[Title], [Company]

NOT YET CONFIRMED

Subject: Please confirm: [Training Name] on [Training Date]

Hi [First Name],

You're scheduled for [Training Name] on [Training Date] at [Start Time], but we haven't received your confirmation yet.

Please accept the calendar invite or reply to this email by [Confirm Deadline]. If the time doesn't work, choose another session here: [Reschedule Link]

This training is [required for your role / required before Go-Live Date], so we need everyone booked into a session.

Thanks,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- Reminder: [Training Name] on [Training Date]
- Tomorrow at [Start Time]: [Training Name]
- Your link for [Training Name] at [Start Time]
- Please confirm: [Training Name] on [Training Date]
- 2 days to go: [Training Name]
- Pre-work due before [Training Name]
- Starting in 1 hour: [Training Name]

SMS / WHATSAPP VERSION

Hi [First Name], reminder: [Training Name] today at [Start Time], [Location or Link]. Your shift is covered. Can't make it? Text or call [Contact Name] at [Contact Phone]. - [Company] Training

Placeholders to replace: [First Name], [Training Name], [Training Date], [Start Time], [End Time], [Time Zone], [Location], [Video Link], [Dial-in Number], [Passcode], [Items to Bring], [Pre-work], [Reschedule

Link], [Change Deadline], [Confirm Deadline], [Contact Name], [Contact Email or Phone], [Contact Phone], [Your Name], [Title], [Company]