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Subject: Formal Training Session for New Adobe Software

Hello Baptista Tile Management Team,

I have exciting news to share. Recently, I decided to buy the Adobe suite called Adobe Contribute that will enable us to make basic updates on our company website. Now, everyone who specializes in a different functional area will be able to maintain a certain portion of the website on their own. Ultimately, this will increase our productivity on the website while using the newest and most proficient technology to date.

Furthermore, I scheduled a formal training session for all of us on Friday, February 25th, starting at 6 pm. The training session will be taught by a certified Adobe Training Provider so it is imperative that everyone should attend. The session will consist of three sections: an introduction, a practice round, and a Q&A session about the new material. Consequently, each section will last one hour to make for a three hour training session in its entirety. I know the time of the meeting is challenging for many of you, but I am not able to close the showroom or keep employees off the job site during business hours. In addition, since no one has scheduled or mentioned any plans of a vacation, I assumed that the date and the time would be fine. Still, if there are any questions or the concerns about the session, notify me ahead of time so we can work something out. However, before the formal training, I made the decision to have a catered spread for dinner that begins around 5 pm. I will let you guys come to a collective decision on which suitably-priced, crowd-pleasing food you would wish to have; you might decide on items such as barbecue, sandwiches, or pizza for example.

After the training session, I believe all of us will gain the knowledge to keep our own portions of the website consistently up-to-date. I know this will be a very beneficial experience and it will give us the information we need to become successful. Thank you all for your time and I expect to see you all at the training session.

Regards,

Shauna Evans

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