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Hi [Learner Name],

The world of work is changing and, with it, how we train for new challenges and evolving priorities. To help staff better prepare, **our TrainingTodaylearning management system will undergo an upgrade**. The new user interface will be even more intuitive, with easy access to your essential training modules, mobile-friendly viewing, and engaging gamification.

**Your access to the new system:** All of your courses and course statuses will be migrated to the new system, scheduled between [Date] and [Date]. You can keep your username but will be prompted to create a new password. Be on the lookout for access instructions in your email.

While we understand any change will come with some degree of disruption, we are working with the system provider to ensure a streamlined transition for our learners. We are confident that the new system will better serve your training needs and the demands of the changing workplace.

If you have any questions, please contact: internal POC.

Sincerely,

[Signature]