

## Sample email to employees

Subject: eLearning opportunity for state employees

(Insert agency name here) employees,

As we seek innovative ways to continue engaging our employees in their professional growth and development, the South Carolina Department of Administration has launched eLearning training through LinkedIn Learning.

With more than 8,000 online course and videos, LinkedIn Learning provides access to personalized training experiences, while targeting different learning preferences.

We are excited that our agency can utilize this learning opportunity and believe it will be a enriching, professional experience.

Attached you will find the simple process to create your account, so that you can start accessing the eLearning. Using the attaching instructions, click on the link below to access LinkedIn Learning:

<https://www.linkedin.com/learning/activate>

If you have any questions or need any assistance, please contact me.

Sincerely,