SUBJECT: Training Notification: SAP Ariba Overview

Dear [Employee Name],

You have been assigned a new training module in SAP SuccessFactors Learning Management System (LMS): **SAP Ariba Overview**. This training is designed to provide a comprehensive introduction to SAP Ariba, enhancing your procurement skills and knowledge.

Training Details:

- **Duration:** Approximately 45 minutes

- **Completion Deadline:** You have **7 days** to complete this training.

To access the training, log in to the SAP SuccessFactors LMS portal and navigate to the "Assigned Learning" section. Once you have completed the training, you will be required to complete a brief assessment to attest to your participation. Your completion status will be automatically updated in the system, and you will receive a confirmation email upon successful completion.

For any issues accessing the training or if you have questions, please contact the IT Help Desk or your HR representative.

Thank you for your commitment to professional development.

Best regards,
[Your Name/Department]