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FROM LINKEDIN

# Reminder emails

Use these emails to remind learners about the ongoing opportunity to build skills and advance their careers.

## Reminder email No. 1

Subject line options:
Access Lynda.com anytime
OR
Start learning something new with Lynda.com
OR
Enhance your professional skills today

Hello,

We're writing to remind you that as an <employee/student> at <Organization Name>, you have unlimited access to Lynda.com, an on-demand library of high-quality instructional videos covering a vast range of software, business and creative skills.

With more than 5,000 courses taught by industry experts—and more added every week—Lynda.com is designed for all levels of learners, and it's available whenever you're ready to learn. You can access it from Lynda.com. And with the Lynda.com app, you can view courses from your mobile device.

A great way to get started is to **watch the *How to Use Lynda.com* course.**

Best regards,
<Signature>

# Reminder email No. 2

Hello,

As we kick off our annual review process, and as you think about your strengths and accomplishments as well as how you'd like to grow further, we recommend you include a learning goal in your annual goals or MBOs.  As a benefit, <Organization Name> provides you with access to more than 5,000 courses offered by Lynda.com. Enhance your technology and coding skills, leadership and management style, marketing and finance knowledge and more depending on what's relevant to you and your role. Partner with your manager to develop a learning plan that helps you continue to grow in your career.

Best,
<Signature>

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# Reminder email No. 3

Subject line:
On-demand engineering courses for you

Hello,

At <Organization Name>, professional development is important, which is why we offer all employees access to the broad and deep Lynda.com library of on-demand courses. Lynda.com offers hundreds of engineering courses on development topics that include PHP, C++, Java and cloud computing. You and your colleagues are encouraged to explore Lynda.com content to find the right courses for expanding your skills.

When looking at a specific course, you can view the job roles and companies of those who've taken that course, which is helpful when determining whether that course is relevant to you.

Best regards,
<Signature>

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