

# Cybersecurity Awareness Training Notification

Dear [Contractor's Name],

We are committed to maintaining a secure environment for our operations. As a valued contractor, it is essential that you understand the importance of cybersecurity and how to protect our systems and data.

We are pleased to announce a mandatory Cybersecurity Awareness Training session scheduled for [Date] at [Time]. The training will cover essential topics including:

- Identifying Phishing Attacks
- Safe Password Practices
- Secure Use of Company Devices
- Understanding Data Protection Policies

Please confirm your attendance by [RSVP Deadline]. The session will be held [Location/Online Link]. It is critical that all contractors complete this training to ensure the cybersecurity of our organization.

If you have any questions or concerns, please do not hesitate to reach out to [Contact Person's Name] at [Contact Person's Email/Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]