

Letter of Cybersecurity Awareness Training

Date: [Insert Date]

Dear [Intern's Name],

Welcome to [Company Name]! As part of our commitment to maintaining a secure working environment, we are pleased to inform you that you will be participating in our Cybersecurity Awareness Training program.

Training Schedule:

- Date: [Insert Training Date]
- Time: [Insert Training Time]
- Location: [Insert Location/Virtual Link]

This training is designed to equip you with essential knowledge and skills to identify and respond to cybersecurity threats. Topics covered will include:

- Understanding Cybersecurity Basics
- Recognizing Phishing Attacks
- Safe Internet Browsing Practices
- Data Protection and Privacy

Your participation is crucial in helping us safeguard our digital assets. Please confirm your attendance by replying to this email by [Insert Confirmation Deadline].

We look forward to your active participation and a successful learning experience!

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]