Welcome to the Team!

Dear [New Hire's Name],

We are excited to welcome you to [Company Name]! As part of your onboarding process, we place a strong emphasis on cybersecurity awareness to ensure a safe and secure working environment.

To help you understand the importance of cybersecurity and how to protect both your personal and company information, we have scheduled a mandatory Cybersecurity Awareness Training session.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** [Insert Duration]
- **Location:** [Insert Location/Online Link]

During the session, you will learn about:

- Common cybersecurity threats
- Best practices for password management
- Recognizing phishing attempts
- Safe browsing habits
- Company policies on information security

Please make it a priority to attend this training as it is vital for protecting our organization and your personal data. If you have any questions, feel free to reach out to [Contact Person/HR Department].

We look forward to your participation!

Best regards,

[Your Name]
[Your Job Title]
[Company Name]