Subject: Cybersecurity Awareness Training for Remote Workers

Dear Team,

As we continue to adapt to remote work, it is crucial to ensure that we remain vigilant against cybersecurity threats. To support you in this effort, we are pleased to announce a mandatory Cybersecurity Awareness Training session for all remote workers.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** [Insert Duration]
- **Platform:** [Insert Online Platform]

This training will cover essential topics including:

- Identifying phishing attempts
- Securing home Wi-Fi networks
- Best practices for password management
- How to handle sensitive information safely

Your participation is essential in protecting our organization from potential cybersecurity risks. Please ensure that you attend this training session, and do not hesitate to reach out if you have any questions.

Thank you for your commitment to keeping our workplace secure.

Best Regards,

[Your Name]

[Your Job Title]

[Your Company]