

# Personnel Security Training Rollout Notice

Date: [Insert Date]

To: All Employees

From: [Your Name]

Subject: Upcoming Personnel Security Training

Dear Team,

As part of our ongoing commitment to enhancing the security protocols within our organization, we are pleased to announce the rollout of a comprehensive Personnel Security Training program. This training is designed to equip all staff with the knowledge and tools necessary to safeguard sensitive information and maintain a secure working environment.

## Training Details:

- **Date:** [Insert Training Date]
- **Time:** [Insert Training Time]
- **Location:** [Insert Training Location]
- **Duration:** [Insert Duration]

Attendance is mandatory for all employees. Please ensure that you prioritize this training in your schedules, as it is vital for maintaining our organization's security standards.

Thank you for your cooperation and commitment to safeguarding our company's assets.

Best Regards,

[Your Name]

[Your Position]

[Your Contact Information]