

Notification of Cyber Security Training Session

Dear [Employee's Name],

We are pleased to inform you that a mandatory Cyber Security Training Session has been scheduled to enhance our team's knowledge and skills in safeguarding our digital assets.

Date: [Date]

Time: [Time]

Location: [Location or Virtual Link]

Please make it a priority to attend this important training. Your participation is crucial in protecting our organization from cyber threats.

If you have any questions or concerns, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]