

# Update on Medication Administration Training Requirements

Date: [Insert Date]

Dear [Employee/Staff Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our medication administration training requirements. Effective [Insert Effective Date], all staff members responsible for medication administration will be required to complete a revised training program.

This update is in response to [brief reason for update, e.g., new regulations, safety concerns, etc.]. The new training program will encompass the following:

- Comprehensive review of medication administration policies
- Hands-on training sessions
- Assessment and certification upon successful completion

We believe that these changes will enhance the overall safety and efficacy of our medication administration procedures. Please ensure that you complete the new training by [Insert Deadline]. Additional details regarding the training schedule and resources will be shared shortly.

If you have any questions or require further clarification, please do not hesitate to contact [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]