

# Mandatory Training Session for Tech Staff

Dear Team,

This is to inform you that a mandatory training session will be conducted for all tech staff members to ensure compliance with our latest protocols and standards.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Please ensure your attendance as your participation is crucial for maintaining our compliance standards. If you have any scheduling conflicts or concerns, please reach out to your supervisor as soon as possible.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]