

Dear [Employee's Name],

We are committed to ensuring the privacy and security of our patients' healthcare information. As a valued member of our team, it is essential for you to understand your role in maintaining this confidentiality.

We invite you to attend a mandatory Data Privacy Training session scheduled for [Date] at [Time]. The session will cover key topics including:

- Understanding Protected Health Information (PHI)
- Legal requirements concerning data privacy
- Best practices for safeguarding patient information
- Reporting potential data breaches

The training will take place in [Location/Online Platform]. Please confirm your attendance by replying to this email by [RSVP Date].

Thank you for your commitment to protecting our patients' privacy. Your active participation is crucial in upholding our organization's standards.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]