

Compliance Training Session Announcement

Dear Team,

We are pleased to announce a mandatory compliance training session scheduled for **[Date]** at **[Time]**. The session will take place in **[Location/Platform]**.

This training is essential for ensuring that all team members are aware of and adhere to our compliance policies and regulations. Your participation is crucial.

Please make sure to complete any pre-training materials by **[Deadline]**.

Should you have any questions, feel free to reach out to **[Contact Person]** at **[Contact Information]**.

Thank you for your attention to this important matter.

Best regards,

[Your Name]
[Your Position]
[Your Company]