

Dear Team,

This is a friendly reminder that our quarterly compliance training is scheduled for **[Date]** at **[Time]**.

The training will be held in **[Location/Platform]**, and it is essential for all employees to attend to ensure we remain compliant with our regulations and policies.

Please mark your calendars and reach out if you have any questions or concerns.

Thank you for your attention to this important matter.

Best regards,

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