

Reminder: Compliance Policy Training Session

Dear [Employee Name],

This is a friendly reminder about the upcoming Compliance Policy Training scheduled for [Date] at [Time]. The session will take place at [Location/Platform].

As part of our commitment to maintaining a compliant work environment, it is mandatory for all employees to attend this training. Please be sure to review the attached compliance policy documents prior to the session.

If you have any questions or concerns, feel free to reach out to [Contact Person] at [Contact Email/Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]