

Compliance Training Notification

Dear [Employee's Name],

We are writing to inform you that you are required to complete the compliance training program scheduled for [Date] at [Time]. This training is essential to ensure that all employees are up to date with the latest compliance regulations and policies.

Training Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location/Platform]

Please make it a priority to attend as non-compliance may result in disciplinary actions. If you have any conflicts or questions, feel free to contact [Supervisor's Name] at [Supervisor's Email or Phone].

Thank you for your attention to this important matter.

Sincerely,

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