

Reminder: Registration for Professional Ethics Training

Dear [Recipient's Name],

This is a friendly reminder that the registration for the upcoming Professional Ethics Training is still open. The training session is scheduled for [Date] and will take place at [Location].

As a reminder, attendance is mandatory for all [Department/Team] members. Please ensure that you complete your registration by [Registration Deadline].

To register, please click on the following link: [Registration Link]

If you have any questions or need assistance, feel free to reach out to [Contact Person's Name] at [Contact Email/Phone].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Organization]