

Client Confidentiality Training Completion

Date: [Insert Date]

To: [Employee Name]

From: [Manager/Supervisor Name]

Subject: Completion of Client Confidentiality Training

Dear [Employee Name],

We are pleased to inform you that you have successfully completed the Client Confidentiality Training program. This training is vital for our commitment to maintaining the confidentiality and privacy of our clients' information.

Your understanding and adherence to our confidentiality policies are crucial to upholding our reputation and trust with our clients. We appreciate your dedication to this important aspect of our work.

Please keep your training materials for future reference and feel free to reach out if you have any questions or need further clarification on our confidentiality policies.

Thank you for your commitment to our clients and our organization.

Sincerely,

[Manager/Supervisor Name]

[Title]

[Company Name]