

Reminder: Upcoming Compliance Training Session

Dear [Employee's Name],

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

Attendance is mandatory as it is crucial for ensuring we all adhere to our company's policies and legal obligations.

Please make sure to review any pre-training material provided and come prepared to engage in discussions.

Thank you for your attention to this important matter.

Best regards,

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