

Invitation to Cybersecurity Training

Dear [Employee Name],

Welcome to [Company Name]! We are excited to have you as part of our team.

As part of our onboarding process, we invite you to attend a mandatory Cybersecurity Training session. This training will provide you with essential knowledge and skills to protect both your personal information and the company's data.

Training Details:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location or Virtual Link]
- **Duration:** [Duration of the training]

Your participation is crucial in maintaining a secure work environment. Please confirm your attendance by [RSVP Date].

If you have any questions, feel free to reach out to [Contact Person/Department].

We look forward to seeing you at the training!

Best Regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]