

# Mandatory Training Session Announcement

Dear Team,

We are pleased to announce a mandatory training session scheduled for **[Date]** at **[Time]**. This session will take place in **[Location]**/via [Zoom](#).

The agenda will include:

- Overview of company policies
- Compliance training
- Q&A session

Please make arrangements to attend, as attendance is required for all team members. If you have any questions, feel free to reach out to **[Contact Person]** at **[Contact Email]**.

Thank you for your attention to this important matter.

Best regards,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**