

Important Reminder: Training Completion Required

Dear [Employee's Name],

This is a friendly reminder to complete your required training on [Training Topic]. As per company policy, it is essential to finish this training by [Due Date].

Please log in to the training portal and ensure that you complete the course at your earliest convenience.

If you have any questions or need assistance, feel free to reach out to your supervisor or the HR department.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]