

Notice of Training Policy Update

Date: [Insert Date]

To: All Employees

From: [Your Name / Department]

Subject: Update to Training Policy and Its Implications

Dear Team,

We are writing to inform you of an important update to our training policy. As part of our commitment to employee development and organizational growth, we have made revisions to our training procedures and requirements.

Key Changes:

- Introduction of new online training modules
- Updated timelines for mandatory training sessions
- Assessment criteria for training completion

Implications:

These updates will ensure that all employees are equipped with the necessary skills and knowledge to perform their roles effectively. Please note that:

- Completion of new training modules will be mandatory by [Insert Deadline].
- Failure to meet training requirements may impact performance evaluations.
- We will hold information sessions to answer any questions regarding the new policy.

We appreciate your understanding and cooperation as we implement these necessary changes. Should you have any questions or concerns, please feel free to reach out to your supervisor or the HR department.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]