

Compliance Training Session Announcement

Dear Team,

We are pleased to announce a Compliance Training Session scheduled for **[Date]** at **[Time]**. This session is mandatory for all employees.

The objectives of the training are to:

- Understand the key compliance policies.
- Review the importance of ethical conduct in our organization.
- Discuss recent changes in regulations and their impacts.

Please confirm your attendance by **[RSVP Date]**.

Location: **[Venue/Online Platform]**

If you have any questions, feel free to reach out to **[Contact Person]** at **[Contact Email]**.

Thank you for your cooperation.

Best regards,

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