

Dear [Employee's Name],

We are pleased to announce an upcoming Cyber Security Awareness Training designed to enhance our retail team's understanding of online security practices and protocols.

Training Details:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location or Virtual Link]

This training will cover essential topics such as:

- Recognizing phishing attacks
- Safe usage of retail systems
- Protecting customer data
- Incident reporting procedures

Your participation is crucial in helping us maintain a secure retail environment. Please confirm your attendance by [RSVP Deadline].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Job Title]

[Company Name]