

Subject: Notification of IT Regulatory Compliance Training

Dear [Employee's Name],

We are writing to inform you that you are required to attend the upcoming IT Regulatory Compliance Training scheduled for [Date] at [Time]. The training will be held at [Location/Online Platform].

This training is essential to ensure that all employees are well-informed of the latest regulations and compliance requirements within our IT operations. It is vital for maintaining our organization's integrity and security.

Please confirm your attendance by replying to this email by [RSVP Deadline]. If you have any questions regarding the training, feel free to reach out to [Contact Person/Department].

Thank you for your attention to this important matter.

Best regards,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]