

Reminder: Upcoming Cybersecurity Training

Dear Team,

This is a reminder that our annual Cybersecurity Training session is scheduled for **[Date]** at **[Time]**. It will be held in **[Location/Online Platform]**.

Please ensure your attendance as this training is crucial for protecting our sensitive information and maintaining our cybersecurity protocols.

Thank you for your attention to this important matter.

Best regards,

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