

Mandatory Training Program Notice

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name / Department]

Subject: Notice of Mandatory Training Program

Dear [Employee's Name],

We hope this message finds you well. This is to inform you that attendance is required for the upcoming mandatory training program scheduled for [Date] at [Time]. The session will be held at [Location/Platform].

This training is crucial for [describe purpose or importance, e.g., compliance, skill development]. Your participation is essential to ensure that our team is well-equipped with the necessary knowledge and skills.

Please confirm your attendance by [RSVP Date]. Should you have any questions, do not hesitate to reach out to [Contact Person/Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]