

# Notice of Compulsory Training Seminar

Dear [Employee's Name],

We would like to inform you that a compulsory training seminar will be held on [Date] at [Time]. The seminar will take place at [Location].

This training is essential for enhancing your skills and ensuring compliance with our organizational standards. Attendance is mandatory.

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]