

Notification of Essential Training Requirements

Date: [Insert Date]

Dear [Employee's Name],

We hope this message finds you well. This is to notify you of the essential training requirements that must be completed to ensure compliance and enhance your skills in your current role.

Training Details:

- **Course Title:** [Insert Course Title]
- **Duration:** [Insert Duration]
- **Location:** [Insert Location or Online]
- **Deadline for Completion:** [Insert Deadline]

Please make sure to register for the training by [Insert Registration Deadline]. If you have any questions or require assistance, do not hesitate to reach out to [Insert Contact Person/Department].

Thank you for your commitment to professional development.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]