

# Reminder: Required Training Program

Dear [Employee's Name],

This is a friendly reminder that you are required to complete the [Training Program Name] by [Deadline].

Details of the training are as follows:

- **Training Program:** [Training Program Name]
- **Date:** [Training Date]
- **Time:** [Training Time]
- **Location:** [Location/Online Link]

Please ensure you complete this training by the deadline as it is critical for [reason, e.g., compliance, skill enhancement, etc.].

If you have any questions or concerns, feel free to contact [Contact Person/Department].

Thank you for your attention to this important matter.

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