

# Employee Training Summons

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

Dear [Employee's Name],

This letter serves as a formal summons for your attendance at a mandatory employee training event scheduled for [Insert Date and Time]. The training will take place at [Insert Location].

The purpose of this training is to [Briefly describe training purpose, e.g., enhance skills, compliance, etc.]. Attendance is required for all employees, as it is critical for our team's success and compliance with [relevant regulations or company policies].

Please make the necessary arrangements to ensure your attendance. If you have any scheduling conflicts, contact [Insert Contact Person] at [Insert Contact Number/Email] as soon as possible.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]