

Notification of Digital Security Awareness Training

Date: [Insert Date]

To: [Contractor Name]

From: [Your Company Name]

Subject: Mandatory Digital Security Awareness Training

Dear [Contractor Name],

As part of our ongoing commitment to maintaining a secure working environment, we are implementing a Digital Security Awareness Training program for all contractors. This training is essential to ensure that everyone understands the importance of digital security and how to protect both personal and company information.

Please find the details of the training session below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location/Virtual Link]
- **Duration:** [Insert Duration]

It is mandatory for all contractors to attend this session. Failure to complete the training may result in restricted access to our systems and resources.

We appreciate your cooperation and commitment to enhancing our digital security efforts. Please confirm your attendance by [Insert RSVP Date].

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]