

# Investment Compliance Training Schedule

Dear [Employee Name],

We are pleased to inform you that you have been enrolled in the upcoming Investment Compliance Training. Below are the details of the training schedule:

## Training Details:

- **Date:** [Date]
- **Time:** [Start Time] - [End Time]
- **Location:** [Location/Online Link]
- **Duration:** [Duration]

## Agenda:

1. Introduction to Investment Compliance
2. Understanding Regulatory Requirements
3. Best Practices for Compliance Monitoring
4. Case Studies and Practical Applications
5. Q&A Session

Please ensure that you complete any pre-training assignments before the scheduled date. If you have any questions or concerns, feel free to reach out to [Contact Person/Department].

We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]