

Employee Data Privacy Training Notice

Dear [Employee's Name],

We are committed to protecting the privacy and security of our employees' personal information. As part of this commitment, we require all employees to attend a Data Privacy Training Session.

Training Details:

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

Please make it a priority to attend this training, as it is essential for understanding our data privacy policies and your role in safeguarding sensitive information.

If you have any questions, feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your attention to this important matter.

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