

Mandatory Training Session Notification

Dear [Employee Name],

We hope this message finds you well. This is to inform you that you are required to attend a mandatory training session on [Date] at [Time]. The session will be held at [Location].

The training will cover [brief description of the training topic], and your participation is essential to ensure compliance with [company policies/industry regulations].

Please confirm your attendance by [Response Deadline]. If you have any questions, feel free to reach out to [Contact Person/Department].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]