

Mandatory Training Session Notification

Dear Staff,

We are writing to inform you about the upcoming mandatory training sessions that are essential for your continued development and compliance with company policies.

Training Details:

- **Subject:** [Training Topic]
- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Location]

Your attendance is required, and please ensure that you complete any pre-training materials by [Deadline].

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]