

# Announcement: Mandatory Board Ethics Training

Dear Board Members,

We are writing to inform you of a mandatory ethics training session scheduled for **[Date]** at **[Time]**. The training will take place at **[Location]**.

This session is essential to ensure that all board members are equipped with the necessary knowledge and understanding of our organization's ethical standards and compliance requirements.

Your participation is crucial, and we appreciate your commitment to maintaining the integrity of our board. Please make arrangements to attend this important training.

If you have any questions or concerns, feel free to reach out to **[Contact Person]** at **[Contact Email]**.

Thank you for your attention to this important matter.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Organization Name]**