

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Subject: Mandatory Compliance Training Program Advisory

Dear [Employee Name],

This letter serves as a formal notification regarding the launch of the [Year] Mandatory Compliance Training Program. As part of our commitment to maintaining a safe, ethical, and legally compliant workplace, all employees are required to complete the following training modules:

- [Training Module Name 1]
- [Training Module Name 2]
- [Training Module Name 3]

Access Instructions:

The training can be accessed through the company portal at: [Insert Link/URL]. Use your standard employee credentials to log in.

Deadline:

All modules and associated assessments must be completed no later than [Insert Deadline Date].

Importance of Compliance:

Completion of this training is a condition of employment. Failure to complete these requirements by the specified deadline may result in administrative action or disciplinary measures.

If you encounter technical issues or require specific accommodations to complete this training, please contact the Human Resources department at [Insert Email/Phone Number] immediately.

Thank you for your cooperation and for your commitment to our company standards.

Best Regards,

[Your Name/Signature]

[Your Title]

[Company Name]