

Date: [Insert Date]

To: All Employees

From: [Insert Name/Department, e.g., Information Security Office]

Subject: MANDATORY: Cybersecurity Threat and Phishing Awareness Training

Dear Team,

To ensure compliance with [Insert Regulatory Standard, e.g., GDPR, HIPAA, or SOC2] and to strengthen our organizational defense against evolving cyber threats, all employees are required to complete the mandatory **Cybersecurity Threat and Phishing Awareness Training**.

Training Details:

- **Deadline for Completion:** [Insert Date]
- **Platform:** [Insert Link/Platform Name]
- **Estimated Duration:** [Insert Time, e.g., 45 minutes]

Why this is mandatory:

Phishing and social engineering remain the primary methods used by attackers to gain unauthorized access to our systems. This training provides the necessary tools to identify suspicious emails, protect sensitive data, and adhere to our internal security policies. Completion of this course is a regulatory requirement and will be recorded in your personnel file.

Action Required:

1. Log in to the training portal using your company credentials.
2. Complete all modules and the final assessment.
3. Download your certificate of completion for your records.

Failure to complete this training by the deadline may result in a temporary suspension of network access and further administrative action.

If you encounter any technical issues, please contact the IT Helpdesk at [Insert Phone Number/Email].

Thank you for your cooperation in keeping our data secure.

Regards,

[Insert Name]

[Insert Title]

[Insert Company Name]