

[Company Name]  
[Department Name]  
[Date]

To: [Loan Officer Name]  
Employee ID: [ID Number]

**Subject: Notification of Mandatory Training Requirements**

Dear [Loan Officer Name],

This letter is to formally notify you of the mandatory training requirements you must complete to maintain your standing and compliance as a Loan Officer with [Company Name].

In accordance with [State/Federal/Internal] regulations, you are required to complete the following course(s):

- **Course Title:** [Insert Course Name]
- **Requirement Type:** [e.g., Continuing Education / Regulatory Compliance / Internal Software]
- **Deadline for Completion:** [Insert Date]
- **Platform/Location:** [Insert Link or Physical Location]

Failure to complete this training by the specified deadline may result in [consequences, e.g., temporary suspension of lending authority, administrative action, or non-compliance penalties].

Please submit your certificate of completion or digital confirmation to the [HR/Compliance Department] via [Email/Portal] once finished.

If you have any questions regarding these requirements or encounter technical difficulties, please contact [Manager/Department Name] at [Phone Number/Email].

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]