

To: All Staff and Management

From: The Board of Directors

Date: [Insert Date]

Subject: MANDATORY COMPLIANCE: Fraud Prevention Regulatory Courses

Dear Team,

To ensure our organization remains in full compliance with current financial regulations and to uphold our commitment to ethical business practices, the Board of Directors is mandating the completion of specialized Fraud Prevention Regulatory Courses.

Requirement Details:

- **Course Titles:** [Insert Course Names]
- **Platform:** [Insert Training Portal/Link]
- **Deadline for Completion:** [Insert Date]

Instructions:

1. Log in to the training portal using your employee credentials.
2. Complete all modules and the final assessment for each course.
3. Save a copy of your completion certificate for your records.

Completion of this training is a mandatory regulatory requirement. Failure to complete these courses by the specified deadline may result in disciplinary action or limitations on system access.

The Board appreciates your immediate attention to this matter and your continued dedication to protecting the integrity of our organization.

Sincerely,

[Name/Signature]

Chairman of the Board

[Organization Name]