To: All Department Staff

From: [Name of Department Head/Compliance Officer]

Date: [Insert Date]

Subject: Mandatory Dodd-Frank Act Compliance Training Expectations

Dear Team,

As part of our commitment to regulatory integrity and the requirements set forth by the Dodd-Frank Wall Street Reform and Consumer Protection Act, all departmental staff are required to complete the upcoming compliance training cycle.

Training Objectives:

- Understanding systemic risk and consumer protection standards.
- Reviewing internal protocols for Volcker Rule compliance (if applicable).
- Identifying and reporting potential conflicts of interest.
- Updates on swap execution and derivative clearing requirements.

Expectations and Deadlines:

- **Completion Date:** All modules must be completed no later than [Insert Date].
- **Assessment:** A minimum score of [Insert Percentage]% is required on the final evaluation.
- **Attendance:** Attendance at the live webinar on [Insert Date] at [Insert Time] is mandatory for all senior staff.

Failure to complete this training within the specified timeframe may result in a restriction of system access and will be noted in annual performance reviews. Compliance is a shared responsibility essential to the protection of our institution and our clients.

Please access the training portal at [Insert Link] using your employee credentials. If you encounter technical issues, contact the IT Help Desk immediately.

Thank you for your prompt attention to this regulatory requirement.

Best regards,

[Signature]

[Printed Name]
[Job Title]
[Department Name]