

[Date]

To: [Employee Name]
Department: [Department Name]
Employee ID: [ID Number]

Subject: Mandatory Compliance Training Certification Requirements

Dear [Employee Name],

This letter is to inform you of the mandatory compliance training requirements for the current calendar year. To maintain our commitment to legal standards and workplace safety, all employees are required to complete the following certification courses:

- [Course Name 1]
- [Course Name 2]
- [Course Name 3]

Deadline for Completion: [Insert Date]

Please log in to the company Learning Management System (LMS) at [Insert Link] to begin your training. Once you have finished each module, you must download the certificate of completion and upload it to the HR portal or email it to [HR Email Address].

Failure to complete these requirements by the deadline may result in disciplinary action or a restriction of system access. If you encounter any technical issues or have questions regarding these courses, please contact the HR Compliance Department at [Phone Number/Email].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]
[Your Title]
Human Resources Department