

To: All Employees

From: [Name/Department]

Date: [Date]

Subject: Mandatory Training: Financial Information Security and Privacy

Dear Team,

To ensure the continued protection of our corporate assets and client data, all employees are required to complete the mandatory **Financial Information Security and Privacy Training**.

This training covers essential protocols regarding:

- Handling sensitive financial records
- Data encryption and password management
- Recognizing phishing and social engineering threats
- Regulatory compliance requirements

Training Details:

- **Deadline for Completion:** [Insert Date]
- **Platform:** [Insert Link or System Name]
- **Estimated Duration:** [Insert Time, e.g., 60 minutes]

Completion of this course is a requirement for your role. Failure to finish the training by the deadline may result in a temporary suspension of system access.

If you encounter any technical issues or have questions regarding the content, please contact the IT Support Desk or the Compliance Department.

Thank you for your cooperation in keeping our financial data secure.

Best regards,

[Your Name]

[Your Title]

[Company Name]