

To: All Global Employees

From: [Name of Executive/Leadership]

Date: [Insert Date]

Subject: MANDATORY: Global Sanctions Compliance Training Deadlines

Dear Team,

Adhering to global trade regulations and international sanctions is a critical component of our commitment to ethical business practices and legal integrity. As our operations expand, ensuring that every employee understands our compliance obligations is non-negotiable.

To ensure we remain compliant with evolving international laws, all employees are required to complete the **[Year] Global Sanctions Compliance Training**.

Deadline for Completion: [Insert Date]

This training is mandatory for all staff, regardless of department or location. Failure to complete this course by the specified deadline may result in [disciplinary action/restriction of system access] and could expose the organization to significant legal and financial risks.

How to access the training:

- Log in to the Learning Management System (LMS) at: [Insert Link]
- Select the course titled: "[Insert Course Name]"
- Ensure you complete the final assessment to receive credit.

If you encounter technical issues, please contact [IT/HR Support]. For questions regarding our sanctions policy, please reach out to the [Legal/Compliance Department].

Thank you for your immediate attention to this requirement and for your continued dedication to maintaining our corporate standards.

Regards,

[Signature]

[Name]

[Title]

[Company Name]