

Date: [Insert Date]

To: All Branch Managers

From: [Insert Name/Department, e.g., Compliance Department]

Subject: Mandatory Regulatory Training Schedule for [Insert Year/Quarter]

Dear Branch Manager,

To ensure our organization remains compliant with current industry regulations and legal requirements, all Branch Managers are required to complete the upcoming regulatory training sessions.

Please find the mandatory training schedule below:

Course Title	Date	Time	Location/Platform
[Insert Course Name 1]	[Insert Date]	[Insert Time]	[Insert Link or Room No.]
[Insert Course Name 2]	[Insert Date]	[Insert Time]	[Insert Link or Room No.]
[Insert Course Name 3]	[Insert Date]	[Insert Time]	[Insert Link or Room No.]

Key Requirements:

- Attendance is mandatory for all sessions listed above.
- Completion certificates must be submitted to [Insert Department] by [Insert Deadline].
- Failure to complete these modules may result in [Insert Consequence, e.g., disciplinary action or loss of certification].

If you have any scheduling conflicts, please contact [Insert Contact Name] at [Insert Email/Phone] no later than [Insert Date].

Thank you for your commitment to maintaining our regulatory standards.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]