

To: All Staff Members

From: [Management/Department Name]

Date: [Insert Date]

Subject: Mandatory Training: New Overdraft Policies and Procedures

Dear Team,

This letter serves as a formal directive regarding mandatory training for our updated Overdraft Policies. To ensure regulatory compliance and improve customer service, all staff are required to complete the training module outlined below.

Training Objectives:

- Review updated fee structures and limit calculations.
- Understand new disclosure requirements for customers.
- Master the process for manual overrides and exception handling.
- Align with updated federal/internal compliance standards.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Platform:** [Insert Location or Video Link]
- **Required Materials:** [Insert Required Items, e.g., Staff Handbook]

The new policies will go into effect on [Insert Effective Date]. Completion of this training session is mandatory before this date. Please confirm your attendance with your direct supervisor by [Insert RSVP Date].

Failure to attend or complete the assessment may result in [Insert Consequence/Follow-up Action].

Thank you for your cooperation and commitment to operational excellence.

Sincerely,

[Your Name]

[Your Title]

[Company Name]