

**Date:** [Insert Date]

**To:** [Employee Name]

**From:** [Manager/HR Name]

**Subject:** Notification of Mandatory Performance Training

Dear [Employee Name],

This letter is to formally notify you that you are required to attend a mandatory performance training session. This training has been scheduled to support your professional development and ensure alignment with the performance standards expected for your role as [Job Title].

**Training Details:**

- **Topic:** [Insert Training Topic/Title]
- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location:** [Insert Room Number/Virtual Meeting Link]
- **Instructor:** [Insert Name/Department]

The objective of this session is to provide you with the tools and skills necessary to improve in the following areas: [Insert Specific Areas, e.g., Time Management, Communication, Technical Proficiency].

Please confirm your receipt of this notification and your attendance by [Insert Deadline Date]. If you have a pre-existing conflict that prevents you from attending, you must contact [Name] immediately to discuss rescheduling.

Failure to attend this mandatory session may result in further administrative action. We look forward to your active participation.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]