

**Date:** [Insert Date]

**To:** [Employee Name]

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

**Subject:** Notification of Required Performance Management Training

Dear [Employee Name],

This letter is to formally notify you that you are required to attend a mandatory Performance Management Training session. This training is designed to provide you with the tools and skills necessary to meet the expectations of your role and align with company standards.

**Training Details:**

- **Course Name:** [Insert Course Name]
- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location/Link:** [Insert Room Number or Meeting Link]
- **Instructor:** [Insert Name]

The curriculum will cover the following key areas:

- Goal setting and KPI alignment
- Effective communication and feedback loops
- Performance evaluation processes
- Action planning for professional growth

Attendance is mandatory. Please confirm your receipt of this notification and your attendance by [Insert Deadline Date]. If you have a pre-existing conflict, please contact [Insert Contact Person] immediately to discuss rescheduling.

We look forward to your participation and your continued development within the organization.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]