

**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 identified as a necessary step to support your professional development and ensure alignment with the expectations of your role as [Job Title].

The details of the training are as follows:

- **Training Title:** [Insert Training Name]
- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location/Platform:** [Insert Room Number or Digital Link]
- **Instructor/Facilitator:** [Insert Name]

The focus of this training will be on [List specific skills or performance areas, e.g., time management, technical proficiency, or communication].

Please confirm your attendance by [Insert Deadline Date]. If you have a pre-existing conflict that prevents you from attending this specific session, you must contact [Name] immediately to schedule a make-up session.

Completion of this training is a requirement of your continued performance improvement plan. We look forward to your active participation.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]