

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Job Title]

Department: [Department Name]

Subject: Notification of Mandatory Performance Enhancement Training

Dear [Employee Name],

This letter serves as formal notification that you are required to attend a mandatory Performance Enhancement Training session. This training is designed to support your professional development and ensure that performance standards within your role are consistently met.

Training Details:

- **Topic:** [Insert Specific Training Topic]
- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location/Link:** [Insert Room Number or Virtual Meeting Link]
- **Facilitator:** [Insert Trainer Name]

The objective of this session is to provide you with the tools and skills necessary to improve in the areas of [Insert Specific Skill, e.g., Time Management, Technical Proficiency, or Communication]. Participation is compulsory, and this time will be considered paid working hours.

Please confirm your receipt of this notice and your attendance by [Insert Deadline Date]. If you have a pre-approved conflict that prevents you from attending, you must contact [Name of Manager/HR Contact] immediately to reschedule.

We look forward to your active participation in this enhancement program.

Sincerely,

[Your Name]

[Your Title]

[Company Name]