

Date: [Insert Date]

To: [Employee Name]

Job Title: [Employee Title]

Department: [Department Name]

From: [HR Representative Name / Manager Name]

Subject: Notification of Required Performance Training

Dear [Employee Name],

As part of our commitment to professional development and meeting company performance standards, this letter serves as formal notification that you are required to attend the following training program:

Training Title: [Insert Name of Training/Course]

Date(s): [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Location/Link: [Insert Physical Room or Virtual Meeting Link]

Reason for Requirement:

This training has been assigned to address specific areas identified for improvement, specifically: [List specific skills or performance gaps, e.g., communication, technical software usage, time management]. Completion of this course is a mandatory step in your current Performance Improvement Plan (PIP) / Professional Development goals.

Expectations:

- Full attendance for the duration of the session is mandatory.
- Active participation in all exercises and discussions.
- Successful completion of any assessments or certifications associated with the course.
- Submission of the completion certificate to HR by [Insert Deadline Date].

Failure to complete this training by the specified deadline may result in further disciplinary action.

Please confirm your receipt of this notification and your attendance by replying to this email or signing below by [Insert Date]. If you have any scheduling conflicts, please contact [Name] immediately.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

Employee Acknowledgment:

I acknowledge that I have received this notification and understand the requirements for completion.

Signature: _____ Date: _____