

Date: [Insert Date]

To: All Employees

From: [Insert Department/Manager Name]

Subject: Mandatory Employee Performance Development Training

Dear Team,

As part of our commitment to professional growth and organizational excellence, we are announcing a mandatory training session on **Performance Development**.

The goal of this training is to provide you with the tools and skills necessary to enhance your professional capabilities, understand performance expectations, and align your individual goals with the company's objectives.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Room Name or Online Link]
- **Instructor:** [Insert Name]

Agenda:

- Setting SMART goals
- Effective communication and feedback
- Time management and productivity techniques
- Career pathing and skill building

Attendance is compulsory for all staff members. Please ensure you clear your calendar and confirm your attendance by [Insert Deadline Date] by replying to this email or registering via [Insert System Name].

If you have a pre-approved conflict that prevents you from attending, please contact your supervisor immediately to schedule a make-up session.

Thank you for your cooperation and your dedication to your professional development.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]