

**Date:** [Insert Date]

**To:** All Employees

**From:** [Insert Name/Department]

**Subject:** Notification of Mandatory Corporate Performance Training

Dear Team,

This letter serves as official notification that all employees are required to complete the upcoming mandatory training session titled: **[Insert Training Name]**.

The goal of this training is to enhance corporate performance, align our strategic objectives, and ensure all staff members are equipped with the latest tools and methodologies required for their roles.

**Training Details:**

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location/Platform:** [Insert Room Name or Virtual Link]
- **Deadline for Completion:** [Insert Deadline Date]

Please note that attendance is compulsory. Failure to complete this training by the specified deadline may result in [Insert Consequence, e.g., a note in your performance file].

If you have a pre-approved absence or a scheduling conflict, please contact [Insert Contact Person] at [Insert Email/Phone] no later than [Insert Date].

Thank you for your commitment to professional development and organizational excellence.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Job Title]