

Date: [Insert Date]

To: [Employee Name]

From: [Manager Name/HR Department]

Subject: Mandatory Performance Evaluation Training Notification

Dear [Employee Name],

This letter is to inform you that you are required to attend a mandatory training session regarding our upcoming Performance Evaluation cycle. This training is designed to ensure all staff members understand the review process, setting goals, and the evaluation criteria.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location/Link:** [Insert Room Number or Meeting Link]
- **Facilitator:** [Insert Instructor Name]

Please bring your current job description and any relevant performance notes to the session. Attendance is compulsory for all [Managers/Employees] to ensure consistency across the organization.

If you have an unavoidable conflict, please contact [Contact Person Name] at [Email/Phone Number] by [Insert Deadline Date] to schedule a make-up session.

Thank you for your cooperation and your commitment to professional growth.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]