

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID]

Department: [Insert Department]

Subject: Notice of Mandatory Performance Training

Dear [Employee Name],

This letter serves as a formal notification that you are required to attend a mandatory performance training session. This training has been assigned to support your professional development and to ensure that performance standards for your role are consistently met.

Training Details:

- **Course Title:** [Insert Training Name]
- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location/Link:** [Insert Room Number or Meeting Link]
- **Instructor:** [Insert Name]

Objectives:

The focus of this session will include: [Insert Brief Description of Skills or Topics].

Requirements:

Attendance is compulsory. Please confirm your receipt of this notice by [Insert Deadline Date]. If you are unable to attend due to a pre-approved conflict, you must notify your supervisor immediately to reschedule.

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

We look forward to your active participation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]