

**Date:** [Insert Date]

**To:** [Employee Name]

**Employee ID:** [Insert ID]

**Subject:** MANDATORY COMPLIANCE NOTICE: Performance Training Requirements

Dear [Employee Name],

This letter serves as a formal notification regarding your required participation in the following mandatory performance training: **[Insert Training Name]**.

As part of our commitment to regulatory compliance and operational excellence, all employees are required to complete this training to ensure alignment with company standards and safety protocols. Our records indicate that you have not yet fulfilled this requirement.

**Training Details:**

- **Deadline for Completion:** [Insert Date]
- **Platform/Location:** [Insert Portal Link or Room Number]
- **Estimated Duration:** [Insert Time, e.g., 2 hours]

Please be advised that completion of this training is a condition of your continued employment. Failure to complete the module by the specified deadline may result in disciplinary action, up to and including [Insert Consequence, e.g., suspension of system access].

If you believe you have received this notice in error, or if you are experiencing technical difficulties accessing the materials, please contact the Human Resources Department immediately at [Insert Phone/Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Sender Title]

[Department Name]