

Date: [Insert Date]

To: [Employee Name]

From: [Manager/HR Name]

Subject: Notice of Mandatory Professional Performance Training

Dear [Employee Name],

This letter serves as a formal notification that you are required to attend a mandatory Professional Performance Training session. This training has been scheduled to support your ongoing professional development and to ensure alignment with company standards.

Training Details:

- **Topic:** [Insert Specific Training Title]
- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Location/Link:** [Insert Room Number or Virtual Meeting Link]

Please note that attendance is compulsory. If you have a pre-existing conflict, you must notify [Department/Manager Name] immediately to discuss rescheduling options. Failure to attend without prior approval may result in further administrative action.

Please bring [List necessary materials, e.g., laptop, notebook] to the session. We look forward to your active participation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]