Date: [Insert Date]

To: [Compliance Department/Human Resources]
Organization: [Insert Organization Name]

Subject: Acknowledgment of Anti-Money Laundering (AML) Training Completion

I, [Full Name], hereby acknowledge that I have received and completed the mandatory Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) training provided by [Company/Organization Name] on [Date of Training].

By signing this letter, I confirm the following:

- I have attended the training session in full and/or completed the assigned online modules.
- I have received, read, and understood the organization's AML policies and procedures.
- I understand my legal obligations and responsibilities regarding the detection and reporting of suspicious activities.
- I am aware of the penalties associated with non-compliance with State Department regulations and federal AML laws.
- I know how to contact the designated Anti-Money Laundering Compliance Officer (AMLCO) to report concerns or seek guidance.

I agree to comply with all internal controls and regulatory requirements as outlined during the training sessions.

Employee Signature: _____
Printed Name: [Insert Printed Name]
Job Title: [Insert Job Title]
Department: [Insert Department]

Verified By:

Compliance Officer Signature: _____
Date: [Insert Date]