

**Date:** [Insert Date]

**To:** [Employee Name]

**License/Certification Number:** [Insert Number]

**Department:** [Insert Department]

**Subject: NOTICE: State Compliance and Mandatory Continuing Education Reminder**

Dear [Employee Name],

This letter is a formal reminder regarding your State Compliance and Mandatory Continuing Education (CE) requirements for the current reporting period ending on **[Insert Deadline Date]**.

To maintain your professional standing and remain in compliance with state regulations, you are required to complete the following:

- **Total Credits Required:** [Insert Number] Credits
- **Specific Course Requirements:** [e.g., Ethics, Safety, or State Law]
- **Submission Deadline:** [Insert Date]

Our records indicate that you currently have **[Insert Number]** credits remaining to meet this obligation. Failure to complete these requirements by the deadline may result in the suspension of your license, state penalties, or disciplinary action according to company policy.

**Action Required:**

1. Complete the necessary coursework through an approved provider.
2. Submit copies of your certificates of completion to the [HR/Compliance] Department.
3. Update your records on the State Licensing Board portal if applicable.

If you have already completed these requirements, please provide the documentation to [Insert Contact Name/Email] immediately so we may update our files.

Thank you for your prompt attention to this mandatory requirement.

Sincerely,

[Your Name]

[Your Title]

[Company Name]