

[Date]

[Employee Name]

[Employee ID]

[Department]

Subject: Annual Continuing Education Tracking and Professional License Renewal

Dear [Employee Name],

This letter serves as a formal reminder regarding your annual requirement to complete Continuing Education (CE) credits and renew your professional license for the upcoming cycle.

Our records indicate the following status for your credentials:

- **License Name:** [License Name]
- **License Number:** [License Number]
- **Expiration Date:** [Date]
- **Required CE Hours:** [Total Hours]
- **Completed CE Hours to Date:** [Hours]

To remain compliant with company policy and regulatory standards, please perform the following actions by [Deadline Date]:

1. Submit all certificates of completion for pending CE courses to the [HR/Compliance Department].
2. Complete any remaining [Number] hours of continuing education.
3. Provide proof of license renewal (e.g., a copy of the renewed pocket card or a screenshot from the primary source verification website).

Failure to provide proof of a valid license by [Date] may result in a change in your employment status or temporary removal from scheduled duties, as a current license is a mandatory requirement for your position.

If you have already renewed your license or believe there is an error in our tracking, please contact [Department Name] at [Phone Number/Email] immediately.

Thank you for your prompt attention to this matter and for your ongoing commitment to professional excellence.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]