

Strict tone for compulsory training

Subject: Mandatory Training Program Notification

Dear Employees,

This is to inform you that a mandatory training program on [Topic] has been scheduled for [Date] at [Time] in [Venue]. Attendance is compulsory for all employees in [Departments/Teams].

The training will cover [main objectives], and it is critical for compliance with company policies and regulations. Please ensure you are present and fully prepared.

Non-attendance will require valid justification and prior approval.

Regards,

[Your Name]

[Your Position]

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