## Mandatory training announcement email templates

*by TalentLMS*

### Template 1: In-person training

**Email subject line:** Training invitation: [*Name of training course*]. Save the date!

Dear [*employee name*],

We’re hosting a [*name of course*] on [*date*], from [*start time*] to [*end time*], and would like you to attend. Please save the date in your calendar. The training will take place [*location*].

The goal of this training is to [*XYZ*]. After completing the course, you'll have learned how to [*skills/knowledge achieved*].

It’s essential that we all complete this training. By doing so, you can help create and maintain a [*fair/safe/ethical/compliant/secure*] environment for us all.

If you have any special requirements or adjustments please let me know.

Thank you in advance for your commitment to [*XYZ*].

I look forward to seeing you there.

[*name*]

[*email signature*]

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### Template 2: Live virtual training

**Email subject line:** Training invitation: [*Name of training course*]. Save the date!

Dear [*employee name*],

We’re hosting a [*name of course*] on [*date*], from [*start time*] to [*end time*], and would like you to attend. Please save the date in your calendar.

The training will take place virtually. An email with joining details (link and password) will be sent nearer the time.

The aim of this training is to [*XYZ*]. And by the end of the course, you'll have learned how to [*skills/knowledge achieved*].

It’s essential that we all complete this training. By doing so, you can help create and maintain a [*fair/safe/ethical/compliant/secure*] environment for us all.

Thank you in advance for your commitment to [*XYZ*].

[*name*]

[*email signature*]

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### Template 3: Online synchronous training

**Email subject line:** Training invitation: [*Name of training course*]

Dear [*employee name*],

You're invited to complete a [*name/topic of course*] course. This is an online course and will take approximately [*duration*] to complete.

The aim of this training is to [*XYZ*]. And by the end of the course, you'll have learned how to [*skills/knowledge achieved*].

To access the training please go to [*link/website*] and enter the following details:

* Username: [*username*]
* Password: [*password*]

To help meet our deadlines, please complete this course by [*date*].

It’s essential that we all complete this training. By doing so, you can help create and maintain a [*fair/safe/ethical/compliant/secure*] environment for us all.

Thank you in advance for your commitment to [*XYZ*].

[*name*]

[*email signature*]