## Invitation to compliance training email templates

*by TalentLMS*

### Template 1: In-person training

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

Dear [*employee name*],

We’re hosting a [*name of course*] [*presentation/workshop/seminar*] 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 aim of this training is to [*XYZ*]. After participating in this [*presentation/workshop/seminar*], you will have learned how to [*skills/knowledge achieved*].

It’s essential that we all attend this training session. 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: Compliance 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 online. 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 will 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 course

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

Dear [*employee name*],

You’re invited to complete a [*name of training*] 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 will 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*]

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### Template 4: Reminder (self-paced learning)

Email subject line: One week to go! Please complete your [*name of course*] training

Dear [*employee name*],

The deadline for completing your [*name of course*] training is [*date*]. That’s one week from now. This is a final reminder to make sure you’ve finished the course by then.

To access the training go to [*link*] and log in with [*details*].

If you need any more information or help, please contact [*team or individual email*].

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

Best,

[*name*]

### [*email signature*]

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### Template 5: Reminder (live training/presentation/workshop)

Email subject line: Three days to go until your [*name of course*] [*training/presentation/workshop*]

Dear [*employee name*],

A friendly reminder that your [*name of course*] [*workshop/presentation/training*] takes place this [*day*], from [*start time]* to [*end time*], in [*location*].

We look forward to seeing you there.

If you have any special requirements or need any adjustments, please let me know before [*date*].

For more information, please contact [*team or individual email*].

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

Best,

[*name*]

[*email signature*]