

Approval for mandatory compliance training

Subject: Mandatory Training Approval

Dear [Employee's Name],

This letter confirms your approval to attend the mandatory compliance training scheduled on [Date].

Attendance at this program is essential to ensure adherence to industry regulations and company policies.

Your participation is not optional, and you are expected to complete the training in full. Kindly acknowledge receipt of this approval and confirm your availability.

Sincerely,

[Your Name]

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