## “Cybersecurity training invitation” email templates

*by TalentLMS*

### Example 1: Face-to-face 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 it’s essential that you attend. Please save the date in your calendar. The training will take place [location].

The aim of this training is to [XYZ]. After completing 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 [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.

[Your name]

[Email signature]

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### Example 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 it’s essential that you 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 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 [compliant/secure] environment for us all.

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

[Your name]

[Email signature]

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### Example 3: Online course

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

Dear [employee name],

You are invited to complete a [XYZ] 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 [URL/link] and enter the following details [Username & Password].

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

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

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

[Your 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 [day], [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 by [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 [*name of course*]!

Dear [employee name],

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

If you have any special requirements or need any adjustments, please let [name of HR representative hyperlinked with email address] know before this date.

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

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

Best,

[Name]

[Email signature]