Compliance training reminder email

Send the first notice 30 days before the due date, a reminder at 7 days, and an overdue notice the day after the deadline. For annual courses on a fixed cycle, start the sequence when the course is assigned, not when it is nearly due.

FIRST NOTICE

Subject: Due [Due Date]: [Course Name] ([Duration])

Hi [First Name],

Your annual [Course Name] is due by [Due Date]. It takes about [Duration] and you can do it in more than one sitting.

Start here: [Course Link]

This course is required for everyone in [Team or Role] under [Policy or Regulation, e.g. our anti-harassment policy and state law]. It counts as paid work time, so please complete it during your scheduled hours.

If you have trouble logging in or need captions, a transcript or another accommodation, reply to this email and we'll sort it out.

Thanks,

[Your Name]
[Title], [Company]

OVERDUE REMINDER

Subject: Overdue: [Course Name] was due [Due Date]

Hi [First Name],

Our records show [Course Name] is not yet complete. It was due on [Due Date].

Please finish it by [New Deadline]: [Course Link]

If you already completed it, reply with a screenshot of your completion page and we'll correct the record. Sometimes the system doesn't register a finish when the browser closes before the last screen.

If something is stopping you, such as no time on the schedule or no computer access, tell me or [Manager Name] today and we'll set aside time for you.

[Your Name]
[Title], [Company]

FINAL NOTICE (MANAGER COPIED)

Subject: Final notice: complete [Course Name] by [Final Deadline]

Hi [First Name],

[Course Name] is now [Number] days overdue. This is a required course, and completion by [Final Deadline] is needed to [consequence, e.g. keep your system access / remain on the schedule for client-facing work].

Complete it here: [Course Link]

I've copied [Manager Name] so they can block out [Duration] on your schedule this week. If there's a reason you can't complete it, please let us know before [Final Deadline].

[Your Name]
[Title], [Company]
cc: [Manager Name]

FRONTLINE OR SHIFT TEAM

Subject: Required: [Course Name] before [Due Date]

Hi [First Name],

You need to complete [Course Name] by [Due Date]. It's [Duration], paid, and you can do it on your phone: [Course Link]

Your login is your employee ID. Your supervisor has set aside time during your shift on [Scheduled Date], or you can use the training computer in [Location].

Questions? Ask [Supervisor Name] or reply here.

[Company] Training Team

SUBJECT LINE IDEAS

- Due [Due Date]: [Course Name] ([Duration])
- Reminder: [Course Name] due in 7 days
- Overdue: [Course Name] was due [Due Date]
- Final notice: complete [Course Name] by [Final Deadline]
- Your annual [Course Name] is ready
- Action needed: required training for [Team Name]
- [Number] days left to finish [Course Name]

SMS / WHATSAPP VERSION

Hi [First Name], your required [Course Name] is due [Due Date]. It takes [Duration] and counts as paid time. Complete it here: [Course Link]. Need help or more time on the schedule? Reply or ask [Supervisor Name]. - [Company] Training

Placeholders to replace: [First Name], [Course Name], [Due Date], [New Deadline], [Final Deadline], [Duration], [Course Link], [Policy or Regulation], [Team or Role], [Manager Name], [Supervisor Name], [Scheduled Date], [Location], [Number], [Your Name], [Title], [Company]