Course enrollment email

Send it the moment the enrollment is created, ideally on a weekday morning, with at least two weeks before the due date for anything over an hour of content. Send manager-assigned enrollments after the manager has mentioned the course in person.

REQUIRED COURSE

Subject: You've been enrolled: [Course Name] (due [Due Date])

Hi [First Name],

You've been enrolled in [Course Name]. It's required for [everyone in Role or Department / your role / all employees each year] because [one-line reason, e.g. it covers the new returns process that goes live on Go-Live Date].

Time needed: about [Duration], and you can stop and pick up where you left off.
Due date: [Due Date]
Start here: [Course Link]

You'll log in with your usual work account. Please complete it during work time; [your supervisor has been told / your schedule includes Time Block for this].

Questions about the content or trouble getting in? Contact [Contact Name] at [Contact Email].

Thanks,
[Your Name]
[Title], [Company]

OPTIONAL COURSE

Subject: Your seat in [Course Name] is confirmed

Hi [First Name],

Thanks for signing up. You're enrolled in [Course Name].

What you'll get: [One or two concrete outcomes, e.g. build a pivot table report from raw data and automate it with two formulas].
Format: [Self-paced, Number modules of about Duration each / Live sessions on Dates and Times]
Access until: [Access End Date]

Start whenever you're ready: [Course Link]

If you change your mind, you can drop the course from your learning page so the seat goes to someone on the waitlist.

Enjoy it,

[Your Name]
[Title], [Company]

ASSIGNED BY YOUR MANAGER

Subject: [Manager Name] has enrolled you in [Course Name]

Hi [First Name],

As you and [Manager Name] discussed, you're now enrolled in [Course Name] as part of your development plan.

Why this course: [Short reason tied to the employee's goal, e.g. it covers the scheduling and forecasting basics you'll need for the analyst rotation].
Time needed: [Duration]
Target date: [Due Date]
Link: [Course Link]

[Manager Name] will check in on what you took from it at your next one-on-one. If the target date doesn't work with your workload, talk to them and we'll adjust it.

[Your Name]
[Title], [Company]

NEW-HIRE LEARNING PATH

Subject: Your first-week courses at [Company]

Hi [First Name],

Welcome aboard. Your learning account is ready, and we've enrolled you in the courses for your first [Number] days:

1. [Course 1 Name] ([Duration]), due [Date]
2. [Course 2 Name] ([Duration]), due [Date]
3. [Course 3 Name] ([Duration]), due [Date]

Log in here: [Course Link] with [Login Instructions]. Your trainer, [Trainer Name], will set aside time for these during class, so you don't need to do them at home.

If you can't log in, message [Contact Name] at [Contact Email or Phone] and we'll fix it before your next session.

See you soon,
[Your Name]
[Title], [Company]

SUBJECT LINE IDEAS

- You're enrolled: [Course Name]
- Action needed by [Due Date]: [Course Name]
- New course assigned: [Course Name] ([Duration])
- [Course Name] is ready for you
- Your learning plan for [Month]: [Course Name]
- Required for [Role]: [Course Name], due [Due Date]
- Start [Course Name] today, takes about [Duration]

SMS / WHATSAPP VERSION

Hi [First Name], you've been enrolled in [Course Name] ([Duration]), due [Due Date]. Start here: [Short Link]. Log in with your work account. Questions: [Contact Name] at [Phone]. Reply STOP to opt out of texts.

Placeholders to replace: [First Name], [Course Name], [Course Link], [Duration], [Due Date], [Manager Name], [Trainer Name], [Contact Name], [Contact Email], [Access End Date], [Your Name], [Company]