**V1**

Dear Employees,

I wanted to remind you all to please complete your ongoing security awareness training courses as soon as possible. These courses are a crucial part of our organisation's security protocols and it is important that everyone is up to date on the latest information and best practices.

You should have received an email with instructions on how to access the training materials. If you have not received this email or are having trouble accessing the materials, please let me know as soon as possible so we can assist you.

Thank you in advance for your attention to this matter.

Sincerely,

[Your Name]

**V2**

Dear Team,

I hope this email finds you well. I just wanted to remind everyone to please make sure you have completed your ongoing security awareness training courses. This is a mandatory requirement for all employees and is an important part of keeping our organisation's data and systems secure.

If you have not yet completed the training, please do so as soon as possible. You should have received an email with instructions on how to access the materials. If you have any trouble accessing the course or have any questions, please don't hesitate to reach out to me or your supervisor.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

**V3**

Hey everyone,

I hope this email finds you well! Just wanted to send out a friendly reminder about the ongoing security awareness training courses that we all need to complete. It's super important for us to make sure we're all up to date on the latest security best practices and protocols.

If you haven't had a chance to complete the training yet, please make sure to carve out some time in the next few days to get it done. You should have received an email with instructions on how to access the materials. If you need any help or have any questions, don't hesitate to reach out.

Thanks in advance for your attention to this matter. Let's keep our organisation secure!

Best,

[Your Name]

**V4**

Dear Employees,

I wanted to send out a reminder about the annual security awareness training courses that are required for all employees. It has come to our attention that some of you may have not yet completed the training.

It is important that everyone completes this training in a timely manner to ensure the security of our organisation's data and systems. Please make sure to set aside time in the next few days to complete the course.

If you have not yet received the email with instructions on how to access the training materials, or if you are having trouble accessing the course, please let me know as soon as possible so we can assist you.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

**V5**

Hi everyone,

I hope this email finds you well. I just wanted to send out a quick reminder about the ongoing security awareness training courses that are required for all employees. It's important that we all take the time to complete these courses to ensure the security of our organisation's data and systems.

If you haven't yet completed the training, please make sure to do so as soon as possible. You should have received an email with instructions on how to access the materials. If you're having trouble accessing the course or have any questions, don't hesitate to reach out to me or your supervisor.

Thanks for your attention to this matter. Let's work together to keep our organisation secure.

Best,

[Your Name]