## “Reminder to complete a course” training email templates

*by TalentLMS*

### Example 1: First reminder (optional training)

**Email subject line:** Only a week to go! Have you completed your [*name of course*] training?

Dear [*employee name*],

The deadline for completing [*name of course*] is [*date*]. That’s one week from now. Please make sure you’ve finished the course by then.

To access the training go to [*link*] and log in with [*username and password details*].

This course is a great chance to expand your knowledge on [*topic of the course*] and learn how to [*skills/knowledge achieved*].

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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### Example 2: Final reminder (mandatory training)

Email subject line: Three days to go! Please complete your [*name of course*] training

Dear [*employee name*],

The deadline for completing your [*name of course*] training is this [*date*]. That’s three days 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 with [*username and password details*].

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

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*]