

Training enrollment email template

Enroll employees in required or optional training with dates, time, pay, and completion deadlines.

Updated October 15, 2026. Written and reviewed by the HRTally Research Team.

When to use this template

Use this to enroll employees in training, whether it's required compliance training such as harassment prevention or safety, a skills workshop, or a development program. Employees ignore training emails that look like busywork. Tell them what they will learn, why it matters for their job, how long it takes, and when it's due.

For hourly employees, make clear that required training is paid work time and schedule it during work hours. Track completion in a learning management system rather than chasing spreadsheets. Our learning and development guide covers how to build a program people value.

Version 1: Required compliance training

SUBJECT Required: complete [Training name] by [Date]

Hi [Employee first name],

You are enrolled in [Training name], which is required for [all employees / your role / employees in State].

What it covers: [Two or three plain bullet points].

Time: about [Number] minutes. You can stop and return where you left off.

Due: [Date].

Where: [LMS link].

[For hourly employees: please complete this during your scheduled shift. This is paid time. If you can't find time, ask your manager to schedule it.]

If you need an accommodation, such as captions, a screen reader version, or a different language, contact [HR contact].

[HR or training contact]

Version 2: Development workshop

SUBJECT You're invited: [Workshop name] on [Date]

Hi [Employee first name],

[Manager name] nominated you for [Workshop name], a [length] session on [topic] on [Date] at [Time].

You will learn how to [two or three practical outcomes].

Please confirm by [Date] here: [Link]. If the date doesn't work, let [Training contact] know and we will save you a seat in the next session on [Date].

[Training contact]

Subject lines to try

- Required: complete [Training name] by [Date]
- You're invited: [Workshop name] on [Date]
- Your training assignment for [Month]
- [Training name]: [Number] minutes, due [Date]
- Save your seat: [Workshop name]

How to personalize it

- Say what the employee will be able to do afterward.
- Give an honest time estimate.
- Tell hourly employees that training is paid time.
- Send reminders only to people who haven't completed it.

Mistakes to avoid

- Assigning required training outside paid hours for nonexempt employees.
- Deadlines during peak workload.
- Generic training that doesn't apply to the employee's state or role.
- Charging employees for required training.

Legal and compliance notes

Under Department of Labor rules, training time is generally paid working time for nonexempt employees unless it's outside normal hours, voluntary, not directly related to the job, and no productive work is done. Several states require harassment prevention training, including California, New York, Illinois, Connecticut, Delaware, and Maine, with rules on frequency and content. Our harassment prevention guide lists the requirements.

| When to send it

Give at least two to four weeks for required online training, with reminders a week before and two days before the deadline. For live sessions, invite three to four weeks ahead.

| Before you hit send

- Feedback is tied to specific examples and dates, not personality.
- Deadlines avoid peak workload periods and holidays.
- Nonexempt employees can complete the task during paid time.
- HR reviewed anything formal, such as a PIP, for timing and consistency.
- Employees know how their input will be used.

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