**Edit the below email template to fit your needs – this should be sent to your clients with modification to the highlighted or red text.**

**Subject Line: Security Training Update**

Hello,

As we all know, cyber security and threats are continually evolving and becoming not only more sophisticated but more complex. As part of our ongoing effort to keep you and your team up to speed and aware of these risks, we are rolling out a brand-new security training class with updated content, including new case studies.

**Why does your team need training?**

Cybersecurity training is critical in not only helping to protect your business but also in helping you protect yourself, your team,and all of your collective personal and company assets.

**How will this affect our current training?**

*Include this additional highlighted text if sending to BPP clients:*

This update is to our core Security Training course only and will not affect the weekly Micro-Trainings sent to your employees each week.

All previous training scores from 2018 will be reset, indicating a user has not completed the training requirement. This will result in a deduction of points from the employee's overall ESS. Once an employee has successfully completed the new training program, points will be restored to their ESS.

**When does this happen?**

Our new Security Training course will be available January 3rd, 2019.

It is recommended that you require all employees to complete the training by setting a deadline for completion. If any assistance is needed as you or your employees work through this updated program, please feel free to contact me at [insert contact information].

We thank you for your commitment to keeping your business, and your employees, safe and educated with ongoing security threats and best practices. We look forward to being a part of your business’s growth and success in 2019!

Thank you,

[Partner Name]