## TRAINING REMINDER

June 10, 2012

<Name>

<Address>

<Phone Number>

<Fax Number>

<Email Address>

# Dear < Hailing>:

On <training deadline date> your required Human Research Protection Program Training will expire.

Before < Continuing Review Deadline Date> please update your training.

If you do not update your training by < Training Deadline Date> you will not be able to submit new research to the IRB until your training as been updated. < Delete if not applicable>

If you do not update your training by <training deadline date> you will not be allowed to participate in IRB meetings as a voting IRB member. <Delete if not applicable>

Sincerely,

# IRB Manager

# **Sample Training Reminder Email**

**Didier Musso** 

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