

Digital Compliance Training Completion Record

Employee Information

Full Name	Jane Doe
Employee ID	EMP-01234
Department	Information Security
Position	Compliance Analyst
Email	jane.doe@company.com

Training Details

Training Module	2024 Digital Compliance & Data Protection
Provider	Company LMS Platform
Date Completed	June 10, 2024
Completion Status	Passed
Record ID	TRN-2024-1472

Employee Signature _____

Supervisor/Trainer _____

Date _____

Important Notes

- This record confirms completion of digital compliance training by the listed employee.
- Retain this document for your personal and departmental records.
- Verification may be required during internal or external audits.
- If any details are incorrect, notify your supervisor or HR department immediately.
- Annual recertification may be required as per company compliance policies.