

# Compliance Training Completion Report

Document #: CT-2024-001 | Date: 2024-06-17

## Employee Details

Name	Jane Smith	Employee ID	EMP11234
Department	Human Resources	Position	HR Specialist

## Training Program Details

Training Name	Workplace Ethics & Compliance
Training Provider	In-House
Date of Completion	2024-05-24
Duration	3 Hours
Assessment Score	92%
Trainer/Facilitator	John Doe

## Compliance Confirmation

I certify that the above-named employee has completed the specified compliance training program. All associated requirements and assessments have been fulfilled in accordance with organizational standards.

Authorized By	Emily Turner	Date	2024-06-17
Signature			

## Important Notes:

- This document should be stored securely for compliance and audit purposes.
- Any falsification of training records is subject to disciplinary action.
- Employees are responsible for renewing their mandatory compliance training as required.
- This report may be requested by regulatory authorities during compliance audits.