

Sample Reminder for Learners and Raters

From : TRACOM Learning admin@maxproddata1.tracom.com

Standard Subject Line: **Reminder: Time-sensitive actions pending at TRACOM Learning**

<Optional – CUSTOM TEXT APPEARS HERE>

You have the following actions pending. Please:

1) Select this link to go to TRACOM Learning: <#TL_APP_LINK>

Note: This link is unique to you and should be kept private.

2) Upon login, follow the instructions for each item in your To-Do list

<#TO_DO>

If you have any questions or have received this email in error, please contact <#SESSION_ADMIN_NAME> at <#SESSION_ADMIN_EMAIL>.

Note: This is a system generated email. Do not reply directly to this email.