

[Your Company Letterhead]

[Date]

[Staff Member's Name]

[Staff Member's Position]

[Company Name]

[Company Address]

Dear [Staff Member's Name],

Subject: DKIM Training and Awareness

We are committed to maintaining the highest standards of email security and integrity. As part of this effort, we are instituting a training program focused on DomainKeys Identified Mail (DKIM), an important email authentication protocol.

****What is DKIM?****

DKIM allows senders to sign their emails with a digital signature, which recipients can verify to ensure the email has not been altered in transit and that it comes from an authorized sender.

****Purpose of Training:****

The objective of this training is to educate staff on the importance of DKIM in protecting our organization against phishing attacks and improving email deliverability.

****Training Schedule:****

- ****Date:**** [Insert Date]

- ****Time:**** [Insert Time]

- ****Location:**** [Insert Location / Online Meeting Link]

****Agenda:****

1. Introduction to DKIM
2. Benefits of DKIM for our organization
3. How DKIM works
4. Implementation and best practices
5. Q&A session

Your participation in this training is crucial as we strive to enhance our email security measures. Please confirm your attendance by [Insert RSVP Date].

Thank you for your attention to this important initiative.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]