

Reminder: Food Safety Training Session

Dear [Staff Name],

This is a friendly reminder about the upcoming Food Safety Training session scheduled for **[Date]** at **[Time]**. The training will be held in **[Location]**.

Please be reminded that this training is mandatory for all hospitality staff to ensure we maintain the highest standards of food safety and hygiene in our establishment.

Topics to be covered include:

- Food Handling and Storage
- Cross-Contamination Prevention
- Cleaning and Sanitizing Procedures
- Allergen Awareness

Make sure to bring a pen and notepad for any notes you may wish to take. Your participation is vital for our commitment to providing safe dining experiences for our guests.

If you have any questions about the training session, please do not hesitate to contact me.

Thank you for your attention and cooperation.

Best regards,

[Your Name]

[Your Position]

[Restaurant/Organization Name]

[Contact Information]