

Health and Safety Training Notification

Dear [Club Members/Participants],

We are pleased to inform you that our club will be conducting a Health and Safety Training session on **[Date]** at **[Time]**. This training is essential for ensuring the safety and wellbeing of all members during our activities.

Details of the Training:

- **Date:** [Date]
- **Time:** [Time]
- **Location:** [Venue/Room]
- **Duration:** [Duration]

Please confirm your attendance by **[RSVP Deadline]** to ensure we can accommodate everyone.

We look forward to your participation in this important training session.

Best regards,

[Your Name]
[Your Position]
[Club Name]
[Contact Information]