

Health and Safety Training Announcement

Dear [Employee/Staff Name],

We are pleased to announce a mandatory Health and Safety Training session scheduled for [Date] at [Time]. This training is essential for ensuring a safe working environment and compliance with health regulations.

Please find the details below:

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

Attendance is mandatory, and we encourage you to actively participate in the training. Please confirm your attendance by [RSVP Date].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]