

Risk Assessment Feedback

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Feedback on Risk Assessment and Training Requirements

Dear [Recipient Name],

Following the recent risk assessment conducted on [insert date], several areas of concern have been identified that may require additional training to mitigate potential risks. Below are the key findings and suggested training requirements:

Findings:

- Observation of [specific risk/issue identified]
- [Another risk/issue identified]
- General awareness and handling of [specific materials/equipment]

Suggested Training Requirements:

- [Training Topic 1] - [Brief Description]
- [Training Topic 2] - [Brief Description]
- [Training Topic 3] - [Brief Description]

It is essential to address these areas through training sessions to enhance safety and compliance within our organization. Please let me know your availability for a meeting to discuss these recommendations further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]