

# Vendor Health and Safety Training Compliance

Date: \_\_\_\_\_

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are writing to confirm your compliance with our health and safety training requirements. As a valued vendor, it is essential that your team meets our standards to ensure a safe working environment for all.

As per our records, the following training has been completed by your staff:

- Health and Safety Induction Training - [Date]
- Emergency Response Training - [Date]
- Hazard Communication Training - [Date]
- [Other relevant training] - [Date]

Please provide us with any additional documentation or certificates demonstrating compliance by [Due Date]. Failure to comply may affect your future engagements with us.

Thank you for your attention to this important matter. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]