

Safety Briefing Invitation

Dear [Subcontractor Name],

We would like to invite you to a Safety Briefing scheduled for [Date] at [Time]. The briefing will take place at [Location]. Your attendance is crucial to ensure that all subcontractors are informed about safety protocols and procedures specific to our ongoing project.

Agenda:

- Introduction to Safety Guidelines
- Emergency Procedures
- Site-Specific Hazards
- Q&A Session

Please confirm your attendance by [RSVP Date]. We appreciate your commitment to maintaining a safe working environment.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]