

# Subcontractor Safety Induction Meeting Invitation

Date: [Insert Date]

To: [Subcontractor's Name]

Company: [Subcontractor's Company Name]

Address: [Subcontractor's Address]

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Dear [Subcontractor's Name],

We are pleased to invite you to attend a Safety Induction Meeting scheduled for [Insert Date and Time] at [Insert Location]. This meeting is crucial for ensuring the safety and compliance of all subcontractors involved in our current project.

The agenda for the meeting includes:

- Overview of Project Safety Regulations
- Emergency Procedures
- Personal Protective Equipment (PPE) Guidelines
- Reporting Safety Incidents
- Q&A Session

Your participation is essential to help us maintain a safe working environment. Please confirm your attendance by [RSVP Date].

Thank you for your cooperation and commitment to safety. We look forward to seeing you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]