

# Letter of Training Requirements

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Subcontractor Training Requirements for Safety and Incident Prevention

Dear [Subcontractor Contact Name],

As part of our commitment to ensuring a safe working environment and minimizing incidents on-site, we require all subcontractors to adhere to the following training requirements:

- Site Safety Orientation: Mandatory for all new personnel before starting work.
- Hazard Communication Training: All personnel must understand chemical hazards present on-site.
- Personal Protective Equipment (PPE) Training: Must be familiar with the appropriate use of PPE.
- First Aid and CPR Training: At least one person on site must be certified.
- Emergency Response Training: Familiarize all personnel with emergency procedures.

Please ensure that all your employees are trained accordingly and submit the training records to us by [Insert Deadline]. Compliance with these requirements is vital for ensuring the safety of our team and the smooth operation of our project.

If you have any questions regarding these training requirements, please do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]