

# Announcement: Safety Training Workshop

Dear Team,

We are pleased to announce a Safety Training Workshop designed to enhance our workplace safety practices. The details of the workshop are as follows:

- **Date:** March 15, 2024
- **Time:** 9:00 AM - 4:00 PM
- **Location:** Conference Room B

This workshop will cover essential safety protocols and emergency response procedures. Attendance is mandatory for all employees.

Please confirm your attendance by March 5, 2024.

Best regards,  
Your Safety Officer