

# Emergency Shutdown Procedure Training Notification

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Emergency Shutdown Procedure Training

Dear [Employee Name],

We are writing to inform you that you are required to attend the Emergency Shutdown Procedure Training scheduled for [Date] at [Time]. This training is essential for ensuring your preparedness to respond effectively in the event of an emergency situation.

## Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Please make it a priority to attend this session as it will enhance your knowledge and skills in managing emergency shutdown procedures, ensuring both your safety and that of your colleagues.

If you have any questions regarding the training, feel free to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]