

Announcement: New Safety Training Program

Dear Team,

We are excited to announce the launch of our new Safety Training Program aimed at enhancing our workplace safety practices.

The program will cover essential topics such as:

- Recognizing hazards
- Emergency response procedures
- Proper use of safety equipment
- Workplace ergonomics

Training Details:

Date: March 15, 2023

Time: 9:00 AM - 12:00 PM

Location: Conference Room B

Attendance is mandatory for all employees. Please confirm your participation by responding to this email by March 10, 2023.

Thank you for your attention to this important initiative.

Sincerely,
Your Safety Team