

Notice of Change to Safety Training Schedule

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Department]

Subject: Change Notification for Safety Training Schedule

Dear [Employee/Team Name],

This letter is to inform you of a change in the schedule for the upcoming safety training session originally planned for [Original Date].

The new schedule is as follows:

- **New Date:** [New Date]
- **Time:** [New Time]
- **Location:** [New Location]

We understand that changes can be inconvenient, and we appreciate your understanding and flexibility. This training is essential for ensuring a safe and compliant workplace.

Please confirm your attendance by [RSVP Deadline]. If you have any questions, feel free to reach out to me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]