

Annual Safety Review Reminder

Dear [Employee Name],

This is a friendly reminder that our Annual Safety Review is approaching. The review will take place on [Date] at [Time]. Please ensure that you have completed the necessary training and reviewed all safety protocols prior to this date.

Your participation is crucial in maintaining a safe working environment for everyone. If you have any questions or need any additional information, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]