

# Employee Safety Training Announcement

Dear Managers,

We are pleased to announce an upcoming Employee Safety Training session aimed at enhancing workplace safety protocols across all departments. Your active participation and encouragement of your team members are crucial for the success of this initiative.

## Training Details:

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

Please ensure that all your team members attend this important training. It is designed to provide valuable knowledge and tools for maintaining a safe work environment.

Thank you for your cooperation and commitment to employee safety.

Best Regards,  
[Your Name]  
[Your Job Title]  
[Company Name]