

# Employee Safety Training Enrollment

Date: [Insert Date]

To: [Employee's Name]

Position: [Employee's Position]

Department: [Employee's Department]

Dear [Employee's Name],

We are pleased to inform you that you have been enrolled in the Annual Refresher Course for Employee Safety Training. This training is essential to ensure that all employees are up-to-date with the latest safety protocols and procedures.

## Training Details:

- **Course Title:** Annual Safety Refresher Course
- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

Please confirm your attendance by replying to this email by [Insert Confirmation Deadline]. If you have any questions or require further information, do not hesitate to contact the HR department at [Insert HR Contact Information].

Thank you for your commitment to maintaining a safe working environment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]