

# Invitation to Employee Safety Training

Dear [Employee's Name],

We are pleased to invite you to our Employee Safety Training session designed specifically for new hires. This training is essential for ensuring a safe and healthy work environment.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

During the training, you will learn about our safety policies, emergency procedures, and best practices to prevent workplace incidents.

Please confirm your attendance by replying to this email by [RSVP Deadline]. If you have any questions, feel free to reach out to [Contact Person/Details].

We look forward to seeing you there!

Best regards,

[Your Name]

[Your Job Title]

[Company Name]