

# Employee Safety Training Participation Confirmation

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Department]

Subject: Confirmation of Participation in Safety Training

Dear [Employee Name],

We are pleased to confirm your participation in the upcoming Employee Safety Training scheduled for [Insert Date and Time]. The training will take place at [Insert Location].

This training is essential to ensure a safe and healthy workplace, and your attendance is important. Please prepare for the session by reviewing the materials attached and coming with any questions you may have.

If you have any conflicts that may prevent you from attending, please notify us as soon as possible.

Thank you for your commitment to safety.

Best regards,

[Your Name]

[Your Position]

[Your Organization]