

Employee Safety Training Schedule Notification

Dear [Employee Name],

We are pleased to inform you that you have been scheduled for an upcoming safety training session. Please find the details below:

Training Details:

- **Training Title:** Workplace Safety Training
- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Your participation in this training is mandatory to ensure a safe working environment. Please confirm your attendance by replying to this email.

If you have any questions, feel free to reach out to your supervisor or the safety training coordinator.

Thank you for your attention to this important matter.

Best regards,
[Your Name]
[Your Title]
[Your Company]