

Safety Training Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name / Department]

Subject: Mandatory Safety Training Session

Dear [Employee Name],

This is to inform you that you are required to attend a mandatory safety training session scheduled for [Date] at [Time]. The training will take place at [Location].

The objectives of this training are to:

- Familiarize employees with safety protocols.
- Discuss emergency procedures.
- Enhance awareness of workplace hazards.

Please make it a priority to attend this essential session. If you have any scheduling conflicts, contact [Contact Person] at [Contact Information] as soon as possible.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]