

Follow-Up on Workplace Safety Training Completion

Dear [Employee's Name],

I hope this message finds you well. I am writing to follow up regarding the completion of the mandatory workplace safety training that was due on [due date]. Our records indicate that you have not yet completed this training.

It is essential for all employees to complete this training to ensure a safe working environment for everyone. The training covers important topics that will help you understand the safety protocols and procedures in our workplace.

Please take a moment to complete the training by [new due date]. If you have any questions or need assistance accessing the training materials, feel free to reach out to me.

Thank you for your attention to this matter. Your safety is our priority.

Best regards,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]