

Safety Training Requirements for Construction Personnel

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Company: [Company Name]

Address: [Company Address]

Dear [Employee Name],

As part of our commitment to maintaining a safe work environment, we are implementing mandatory safety training requirements for all construction personnel. The following training sessions are required to be completed before your work on-site:

- OSHA 30-Hour Construction Safety Training
- First Aid and CPR Certification
- Fall Protection Training
- Heavy Equipment Safety Training
- Hazard Communication Training

Please ensure that you complete these training modules by [Insert Deadline Date]. Failure to complete the required training may result in suspension from work until compliance is met.

For any questions or to schedule your training sessions, please contact [Contact Person Name] at [Contact Phone Number] or [Contact Email].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]