

Policy Update: Site Safety Training

Date: [Insert Date]

Dear [Employee Name],

We hope this message finds you well. We are writing to inform you of an important update to our site safety training policy.

Effective [Insert Effective Date], all employees will be required to complete a revised site safety training program. This program has been designed to enhance our safety protocols and ensure a safer working environment for everyone.

The key changes to the training are as follows:

- Training Duration: [Insert Duration]
- Format: [In-Person/Online/Hybrid]
- Frequency: [Insert Frequency, e.g., Annually, Bi-Annually]

We believe these changes will significantly contribute to our ongoing commitment to safety at the workplace. Please ensure that you complete the training by [Insert Deadline]. Failure to comply may result in [Insert Consequences].

If you have any questions or need further information, please do not hesitate to contact [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]