

Health and Safety Compliance Training Schedule

Date: [Insert Date]

To: [Employee Name]

From: [Your Name/Your Position]

Subject: Health and Safety Compliance Training Schedule

Dear [Employee Name],

This letter is to inform you about the upcoming Health and Safety Compliance Training scheduled for [Training Date(s)]. The training is mandatory for all employees to ensure a safe working environment and adherence to legal health and safety regulations.

Training Schedule:

Date	Time	Location	Trainer
[Date 1]	[Time 1]	[Location 1]	[Trainer 1]
[Date 2]	[Time 2]	[Location 2]	[Trainer 2]

Please confirm your attendance by [RSVP Deadline]. If you have any questions or concerns regarding the training schedule, feel free to reach out.

Thank you for your attention and commitment to maintaining a safe workplace.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]