

Letter of Acknowledgment

Date: [Insert Date]

Recipient Name
Recipient Position
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

We are pleased to formally acknowledge your completion of the Safety Training program on [Insert Program Date]. Your commitment to enhancing your safety skills and knowledge is commendable and reflects your dedication to maintaining a safe work environment.

This training covered essential safety practices and procedures, and we are confident that the skills you have acquired will have a positive impact on our workplace. Your participation demonstrates a proactive approach to safety, which is crucial for the well-being of all employees.

Congratulations on this achievement! We appreciate your efforts in making our workplace a safer place.

Sincerely,

[Your Name]
[Your Position]
[Company Name]