

Food Safety Training Requirement Notification

Dear [Employee's Name],

We are writing to inform you about the mandatory food safety training that is required for all staff handling food products at [Company/Organization Name]. This training is crucial for maintaining the highest standards of food safety and ensuring compliance with health regulations.

Please find the details of the training session below:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

It is mandatory for you to complete this training to continue your work in food handling areas. Please confirm your attendance by [RSVP Date]. If you have any questions or cannot attend, please contact [Contact Person's Name] at [Contact Email/Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]
[Contact Information]