

# Refresher Course Notification

Dear [Driver's Name],

We would like to inform you that due to recent training incidents, a refresher course has been scheduled for all drivers to ensure safety and compliance with our driving standards.

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

Your attendance is mandatory as this course will cover essential driving techniques, safety protocols, and updates on regulations. Please confirm your attendance by [Insert Confirmation Deadline].

Thank you for your attention to this important matter. We appreciate your commitment to maintaining a safe driving environment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]