

Invitation to Mandatory Training Session

Dear [Employee's Name],

We are reaching out to invite you to a mandatory training session aimed at improving our safety protocols following recent driver incidents.

Details of the Training Session:

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

During this session, we will discuss best practices, review our safety procedures, and provide you with the tools you need to ensure a safer driving experience.

Please confirm your attendance by [Insert RSVP Date]. If you have any questions, feel free to reach out to [Contact Person] at [Contact Information].

Thank you for your commitment to safety.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]