

# Reminder: Refresher First Aid Training

Dear [Employee's Name],

This is a friendly reminder that your refresher first aid training session is scheduled for [Date] at [Time]. The training will be held at [Location].

It is crucial to keep your first aid skills up-to-date to ensure safety in the workplace.

Please confirm your attendance by replying to this email.

Thank you!

Best regards,

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