

# Emergency Response Team Training Schedule

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Training Schedule for Emergency Response Team

Dear [Recipient's Name],

We are pleased to announce the schedule for the upcoming Emergency Response Team training sessions. The details are as follows:

## Training Schedule

Date	Time	Location	Topics Covered
[Date 1]	[Time 1]	[Location 1]	[Topics 1]
[Date 2]	[Time 2]	[Location 2]	[Topics 2]
[Date 3]	[Time 3]	[Location 3]	[Topics 3]

Please ensure that all team members attend the sessions relevant to their roles. Should you have any questions or require further information, do not hesitate to contact me.

Thank you for your commitment to safety and preparedness.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]