

Invitation to Workplace Health and Safety Training

Dear [Employee's Name],

We are pleased to invite you to our upcoming Workplace Health and Safety Training. This training is designed to enhance your knowledge and skills in maintaining a safe working environment.

Details of the Training:

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

Please confirm your participation by [Insert RSVP Date]. Your safety is our top priority, and we look forward to your active participation in this important training.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]