

Welcome to [Company Name]

Dear [Employee Name],

We are pleased to welcome you to [Company Name]. As part of our commitment to ensuring a safe and healthy workplace, we require all new employees to complete the Workplace Health and Safety Training program.

The training will cover essential topics including:

- Emergency procedures
- Health and safety regulations
- Use of personal protective equipment (PPE)
- Reporting hazards and incidents

Your training session is scheduled for **[Date]** at **[Time]**. It will take place in **[Location]**. Please make sure to arrive on time and bring any required materials.

If you have any questions, feel free to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter, and welcome aboard!

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]