

Workplace Health and Safety Training Policy Update

Date: [Insert Date]

To: [Employee's Name]

From: [Your Name]

Subject: Update on Workplace Health and Safety Training Policy

Dear [Employee's Name],

We are committed to maintaining a safe and healthy workplace for all employees. As part of our ongoing efforts, we have updated our Workplace Health and Safety Training Policy. This update reflects changes in regulations and best practices to ensure we continue to provide a safe working environment.

Key changes in the policy include:

- Increased frequency of training sessions
- Introduction of new safety protocols
- Updated emergency response procedures

All employees are required to complete the updated training module by [Insert Deadline]. Please visit our [Training Portal/Link] to access the new training materials and schedule.

If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this important matter and for your continued commitment to workplace safety.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]