

# Workplace Health and Safety Training Registration

Date: [Insert Date]

Dear [Employee's Name],

We are pleased to inform you that you have been registered for the upcoming Workplace Health and Safety Training. This training is essential to ensure that all employees are aware of safety protocols and procedures to maintain a safe working environment.

## Training Details:

- **Date:** [Insert Training Date]
- **Time:** [Insert Start Time] - [Insert End Time]
- **Location:** [Insert Location]
- **Instructor:** [Insert Instructor's Name]

Please remember to come prepared with any necessary materials and to arrive at least 15 minutes early. If you have any questions or require further information, feel free to contact [Insert Contact Information].

Thank you for your commitment to maintaining a safe workplace.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]