

Workplace Health and Safety Training Reminder

Dear Team,

This is a friendly reminder that our upcoming Workplace Health and Safety Training is scheduled for **[Date]** at **[Time]** in **[Location]**.

Please ensure you are present, as this training is essential for maintaining a safe and compliant work environment. Your participation is important for both your safety and the safety of your colleagues.

If you have any questions or cannot attend, please contact **[Contact Person]** as soon as possible.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]