

Workplace Health and Safety Training Schedule

Date: [Insert Date]

To: [Employee Name]

Subject: Upcoming Health and Safety Training Sessions

Dear [Employee Name],

We are committed to ensuring a safe and healthy workplace for all our employees. As part of this commitment, we are pleased to provide you with the schedule for our upcoming Health and Safety Training sessions.

Training Schedule:

Date	Time	Location	Trainer	Topics Covered
[Insert Date 1]	[Insert Time 1]	[Insert Location 1]	[Insert Trainer Name 1]	[Insert Topics 1]
[Insert Date 2]	[Insert Time 2]	[Insert Location 2]	[Insert Trainer Name 2]	[Insert Topics 2]
[Insert Date 3]	[Insert Time 3]	[Insert Location 3]	[Insert Trainer Name 3]	[Insert Topics 3]

Please mark your calendars and make it a priority to attend these valuable training sessions. If you have any questions, feel free to reach out to [Contact Person] at [Contact Email/Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Contact Information]