

Policy Update Notification

Date: [Insert Date]

To: All Employees

Subject: Update on Safety Training Course Policy

Dear Team,

We are writing to inform you of an important update to our safety training course policy. Effective [Insert Effective Date], all employees are required to complete the updated safety training course as part of our commitment to maintaining a safe working environment.

Key changes to the policy include:

- Mandatory completion of the course every year.
- New training modules covering updated safety protocols.
- Online training sessions available for flexibility.

Please ensure you complete the course by [Insert Deadline]. If you have any questions, feel free to reach out to your manager or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]