

Reminder: Upcoming Safety Training Course

Dear [Employee Name],

This is a friendly reminder about the upcoming Safety Training Course scheduled for [Date] at [Time]. The training will take place in [Location].

Please ensure your attendance as this training is mandatory for all employees. Topics covered will include workplace safety protocols, emergency procedures, and risk management strategies.

If you have any questions or concerns, feel free to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter.

Best Regards,

[Your Name]

[Your Position]

[Company Name]