

To All Hospital Staff

Date: [Insert Date]

Dear Team,

We are committed to ensuring a safe environment for both our patients and staff. As part of our ongoing efforts to enhance safety protocols within our hospital, we will be conducting a series of training programs focused on hospital safety protocols.

Training Schedule:

- **Session 1:** Patient Safety Best Practices - [Insert Date & Time]
- **Session 2:** Emergency Response Procedures - [Insert Date & Time]
- **Session 3:** Infection Control Measures - [Insert Date & Time]

All staff members are required to attend at least one session. Please confirm your participation by [Insert Deadline].

Thank you for your dedication to maintaining a safe environment for our patients and colleagues.

Sincerely,

[Your Name]

[Your Position]

[Hospital Name]