

# Health and Safety Induction Completion

Date: [Insert Date]

To: [Contractor's Name]

[Contractor's Address]

Dear [Contractor's Name],

We are pleased to inform you that you have successfully completed the Health and Safety Induction as required for your role with [Company Name].

This induction covered essential safety protocols, emergency procedures, and company health policies. Your commitment to a safe working environment is crucial for our collective success.

Please find enclosed your completion certificate, which is valid for [Insert Duration]. If you have any questions regarding the material covered, feel free to contact us.

Thank you for your attention to health and safety.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]