

Health and Safety Induction Reminder

Dear [Contractor's Name],

This is a friendly reminder about the upcoming health and safety induction session scheduled for [Date] at [Time]. It will take place at [Location].

Please ensure that you arrive on time and bring the necessary documentation, including proof of prior training if applicable. The induction is crucial for your safety and compliance with our regulations.

If you have any questions or cannot attend, please contact [Contact Person] at [Contact Information].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]