

Invitation to Fire Safety Training

Dear Staff,

We are pleased to invite you to participate in our upcoming Fire Safety Training session, which is designed to enhance our workplace safety and ensure everyone is prepared in case of an emergency.

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

This training will cover essential topics such as:

- Understanding fire hazards
- Fire prevention techniques
- Evacuation procedures
- Using fire extinguishers

We encourage all staff members to attend as your safety is our top priority. Please RSVP by [Insert RSVP Date] to confirm your participation.

Thank you, and we look forward to seeing you there!

Best regards,

[Your Name]

[Your Position]

[Your Company]