

Reminder: Safety Procedures Training

Dear Restaurant Team,

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

Please ensure that you attend as it is essential for maintaining our restaurant's safety standards and compliance with regulations.

If you have any questions, feel free to reach out to your supervisor.

Thank you for your attention to this important matter!

Sincerely,

[Your Name]
[Your Position]
[Restaurant Name]