

Staff Safety Training Notification

Date: [Insert Date]

To: All Restaurant Staff

From: [Manager's Name]

Subject: Upcoming Safety Training Session

Dear Team,

We are committed to maintaining a safe and compliant workplace for all our employees. To ensure that everyone is equipped with the necessary knowledge and skills to uphold safety standards, we will be conducting a mandatory Safety Training session.

Training Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

Your attendance is crucial, as we will cover important topics including:

- Health and Safety Regulations
- Emergency Procedures
- Food Safety Practices
- Injury Prevention Techniques

Please confirm your attendance by replying to this email by [Insert Confirmation Deadline]. If you are unable to attend for any reason, notify your supervisor as soon as possible to arrange an alternative session.

Thank you for your attention to this important matter. Together, we can ensure a safe working environment for everyone.

Best Regards,

[Manager's Name]

[Restaurant Name]

[Contact Information]