

Safety Training Reminder

Dear Team,

This is a friendly reminder about the upcoming Safety Training session scheduled for **[Date]** at **[Time]**. The training is mandatory for all kitchen and front-of-house staff.

Please ensure that you are prepared to cover the following topics:

- Fire Safety Procedures
- Proper Equipment Handling
- Emergency Response Protocols
- Personal Protective Equipment (PPE) Usage

The session will take place in **[Location]**. Be sure to bring your notepad and any questions you may have.

Thank you for your commitment to maintaining a safe work environment.

Best regards,
[Your Name]
[Your Position]
[Company Name]