

Scheduled Safety Training for Food Service Personnel

Dear [Employee's Name],

We are pleased to inform you that a Safety Training session has been scheduled for all food service personnel. This training is essential to ensure the safety and well-being of our staff and customers.

Training Details:

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

Please make it a priority to attend this important session. If you have any questions or are unable to attend, please contact [Insert Contact Person's Name] at [Insert Contact Number/Email].

Thank you for your attention to this matter. We look forward to seeing you there!

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]