

Reminder: Health and Safety Training

Dear Team,

This is a friendly reminder about the upcoming training session on Health and Safety Protocols scheduled for **[Date]** at **[Time]**. The training will take place in **[Location]**.

It is essential for all staff to attend, as we will cover important topics including:

- Food handling and hygiene practices
- Emergency procedures
- Equipment safety
- Caring for our customers and staff

Please make every effort to be present, as this training is critical for maintaining a safe and healthy environment for both our guests and our team.

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

Thank you for your attention to this important matter.

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