

Training Requirements for Construction Personnel

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the training requirements for our construction personnel. As part of our commitment to safety and compliance with industry standards, the following training programs are mandatory:

- OSHA 10-Hour Construction Safety Certification
- First Aid/CPR Certification
- Forklift Training and Certification
- Fall Protection Training
- Hazardous Materials Handling
- Scaffolding Safety Training

Please ensure that all relevant personnel complete these training sessions by [insert deadline]. It is essential that we adhere to these requirements to maintain a safe working environment and comply with regulatory standards.

Should you have any questions or need further clarification, feel free to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]