

# Notice of Health and Safety Training Session

Date: [Insert Date]

To: [Partner's Name]

From: [Your Company Name]

Subject: Upcoming Health and Safety Training Session

Dear [Partner's Name],

We are pleased to inform you that we will be conducting a Health and Safety Training Session on [insert date] at [insert location]. This training is essential to ensure all personnel are aligned with the latest health and safety protocols.

The session will cover the following topics:

- Workplace Safety Regulations
- Emergency Response Procedures
- Personal Protective Equipment (PPE) Guidelines
- Risk Assessment and Management

Please confirm your attendance by [RSVP date] so we can make the necessary arrangements.

Thank you for your attention to this important matter. We look forward to your participation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]