

# Workplace Health and Safety Training Announcement

Dear Team,

We are pleased to announce a mandatory Health and Safety Training session that will take place on **[Date]** at **[Time]** in **[Location]**.

This training will cover important topics related to workplace safety, emergency procedures, and best practices to ensure a safe working environment for everyone. Attendance is required for all employees, and we encourage you to come prepared with any questions you may have.

Please RSVP by **[RSVP Date]** to ensure we have adequate accommodations for everyone.

Thank you for your attention to this important matter.

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