

Utility Equipment Safety Training Notification

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor Name]

Subject: Notification of Utility Equipment Safety Training

Dear [Employee Name],

This is to inform you that a Utility Equipment Safety Training session has been scheduled to ensure the safety and proper handling of utility equipment used in our operations.

Training Details:

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

Your attendance is mandatory as it is crucial for maintaining safety standards and compliance with regulations. Please prepare any questions you may have regarding the training topic.

If you are unable to attend, please notify me as soon as possible to make alternative arrangements.

Thank you for your attention to this important matter.

Sincerely,

[Supervisor Name]

[Title]

[Company Name]

[Contact Information]