

Utility Equipment Safety Training Schedule

Dear Team,

We are pleased to announce the schedule for our upcoming Utility Equipment Safety Training sessions. Please find the details below:

Training Schedule

Date	Time	Location	Instructor
January 15, 2024	09:00 AM - 12:00 PM	Conference Room A	John Doe
January 22, 2024	01:00 PM - 04:00 PM	Training Lab B	Jane Smith
January 29, 2024	09:00 AM - 12:00 PM	Conference Room C	Mike Johnson

Important Notes

- Please arrive 10 minutes early to ensure a prompt start.
- Safety gear will be provided.
- RSVP by January 10, 2024, to confirm your attendance.

If you have any questions or concerns, feel free to contact the training coordinator at training@company.com.

Thank you for your attention to safety in the workplace!

Sincerely,

Your Safety Team