

Utility Safety Training Program Announcement

Date: [Insert Date]

To: All Employees

Dear Team,

We are pleased to announce the upcoming Utility Safety Training Program designed to enhance safety practices and ensure all employees are well-informed about essential safety protocols associated with our utility operations.

Training Details:

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

This training is mandatory for all employees and will cover critical topics including, but not limited to:

- Hazard recognition
- Use of personal protective equipment (PPE)
- Emergency response procedures

Please make every effort to attend this important session. Confirmation of attendance should be sent to [Insert Contact Information] by [Insert RSVP Deadline].

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]