

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: Safety Training Notification

We are pleased to inform you that you are required to attend a safety training session scheduled for [Date] at [Time]. The training will take place at [Location] and will cover essential safety protocols and practices relevant to your position.

Please confirm your attendance by [RSVP Deadline]. Your participation is vital to ensure a safe working environment for all.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]

[Company Logo]