

OFFICE MEMO

To: All Employees

From: [Your Name], HR Manager

Date: October 9, 2054

Subject: Mandatory Safety Training Session

Purpose:

The purpose of this memo is to inform all employees about a mandatory safety training session scheduled for next week.

Background:

In light of recent workplace incidents and our commitment to ensuring a safe working environment, we are implementing a safety training program. This training will cover essential safety protocols and emergency procedures.

Details:

The safety training session will take place as follows:

1. **Date:** October 15, 2054
2. **Time:** 10:00 AM - 12:00 PM
3. **Location:** Main Conference Room

Attendance is mandatory for all employees. Please come prepared with any questions you may have regarding workplace safety.

Memo For Eng15unisa

Ian Pickup



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