

[Company Letterhead / Logo]

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Department: [Insert Department]

Subject: Annual Refresher Health and Safety Induction Verification

Dear [Employee Name],

This letter serves as official verification that you have successfully completed your **Annual Health and Safety Refresher Induction** for the year [Insert Year].

The training session, conducted on [Insert Date of Training], covered the following mandatory topics:

- Updated Workplace Safety Policies and Procedures
- Emergency Evacuation and Fire Safety Protocols
- Hazard Identification and Risk Assessment
- Manual Handling and Occupational Health
- Incident Reporting Procedures
- Personal Protective Equipment (PPE) Requirements

By completing this induction, you have demonstrated an understanding of your responsibilities in maintaining a safe working environment and your commitment to the company's safety standards.

A copy of this verification has been placed in your personnel file. Please ensure you continue to adhere to all safety guidelines discussed during the session.

If you have any questions regarding workplace safety, please contact the Health and Safety Department.

Sincerely,

[Signature]

[Name of Trainer/Safety Officer]

[Title]

[Company Name]

Employee Acknowledgment

I confirm that I have attended the refresher induction and understand the safety protocols outlined.

Employee Signature: _____ **Date:** _____