

[Company Letterhead / Logo]

[Date]

[Client Name]

[Client Company]

[Client Address]

[City, State, Zip Code]

**Subject: Verification of Health and Safety Induction for Site Placement**

Dear [Recipient Name],

This letter serves to formally verify that the following employee(s) have successfully completed the required Health and Safety Induction and training necessary for placement at [Site Name/Project Name]:

- Employee Name: [Full Name]
- Position/Role: [Job Title]
- Date of Induction: [Date]

The induction covered the following key areas:

- Site-specific hazards and risk assessments
- Emergency procedures and evacuation routes
- Required Personal Protective Equipment (PPE)
- Incident and accident reporting protocols
- On-site welfare facilities and first aid locations

We confirm that [Employee Name] has been briefed on your specific site rules and agrees to comply with all health, safety, and environmental regulations mandated by [Client Company].

Should you require any additional documentation, such as training certificates or proof of competency, please contact [Contact Person Name] at [Phone Number/Email].

Yours sincerely,

[Signature]

[Full Name]

[Job Title]

[Company Name]