

**Date:** [Insert Date]

**To:** [Insert Host Company Name / Department]

**Address:** [Insert Company Address]

# **Subject: Health and Safety Induction Verification**

Dear [Insert Name of Contact Person],

This letter serves to formally verify that the following assignee has successfully completed the required Health and Safety Induction for the manufacturing facility:

- **Assignee Name:** [Insert Full Name]
- **Employee ID:** [Insert ID Number]
- **Date of Induction:** [Insert Date]
- **Conducted By:** [Insert Name of Trainer/Safety Officer]

The induction program covered the following mandatory safety topics:

- Site Emergency Procedures and Evacuation Routes
- Personal Protective Equipment (PPE) Requirements
- Hazard Communication and Chemical Safety (COSHH)
- Machine Guarding and Lockout/Tagout (LOTO) Procedures
- Manual Handling and Ergonomics
- Incident and Near-Miss Reporting Protocols

The assignee has demonstrated an understanding of the safety standards required to operate within the manufacturing environment and has agreed to comply with all site-specific safety regulations.

Should you require further documentation or copies of the training records, please contact the undersigned.

Sincerely,

[Signature]

**[Insert Name]**

[Insert Job Title/Safety Manager]

[Insert Company Name]