

Company Name: [Insert Company Name]

Date: [Insert Date]

To: [Employee Name]

Employee ID: [Insert ID Number]

Position: Warehouse Operative

Subject: Verification of Health and Safety Induction Training

Dear [Employee Name],

This letter serves as formal verification that you have successfully completed the mandatory Health and Safety Induction training required for your role as a Warehouse Operative.

The induction, completed on [Insert Date], covered the following essential areas:

- Manual Handling Techniques
- Fire Safety and Emergency Evacuation Procedures
- Correct Use of Personal Protective Equipment (PPE)
- Hazard Identification and Reporting Procedures
- Safe Operation of Warehouse Machinery and Equipment
- First Aid and Incident Reporting Protocols
- COSHH (Control of Substances Hazardous to Health) Awareness

By signing below, you acknowledge that you have understood the training provided and agree to comply with all company safety policies and procedures at all times while on the premises.

Employee Signature: _____

Date: _____

Supervisor/Trainer Signature: _____

Print Name: [Insert Name of Trainer/Manager]