



Covid-19 Training Acknowledgement Letter

Dear Employee,

We are writing to confirm that you have completed the required training program on COVID-19 prevention measures on _____. This program covered a variety of topics such as proper hygiene practices, social distancing, and identifying and reporting symptoms of COVID-19.

We appreciate your participation in this training program and your commitment to ensuring a safe and healthy work environment for all employees and customers. By completing this training, you acknowledge that you have received the necessary information and understand the measures we have put in place to prevent the spread of COVID-19 in the workplace.

Please keep a copy of this letter for your records. If you have any questions or concerns regarding our COVID-19 prevention measures, please do not hesitate to reach out to the Human Resources department.

We appreciate your cooperation and dedication to the safety of our workplace.

Sincerely,



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