You are receiving this email because your position may expose you to respiratory hazards, such as breathing in germs. We want to make sure you are adequately protected in the workplace. So, you need to participate in our Respiratory Protection Program.

Before using a respirator, you must complete the following:

|  |
| --- |
|[ ]  Respirator training |
|[ ]  Medical evaluation |
|[ ]  Respirator selection |
|[ ]  Fit testing |

To access our written Respiratory Protection Program, you can find it attached [OR PROVIDE LINK]. As you can see, the first step in the Program is to complete respirator training. This training will cover the importance and purpose of a respirator as well as the next steps moving forward.

To schedule your training, or if you have any questions, please reach out to [INSERT PROGRAM ADMINISTRATOR NAME] at [INSERT ADMINISTRATOR CONTACT] or your supervisor.

Thank you,

[INSERT YOUR NAME]

[INSERT COMPLETED RESPIRATORY PROTECTION PROGRAM TEMPLATE]