

To Whom It May Concern:

Please be advised that _____ (employee name) from _____ (facility) will be attending a United States Department of Health and Human Services National Ebola Training and Education Center training in _____ on _____ (“NETEC Training”).

S/He is required to bring our facility’s designated Personal Protective Equipment (PPE) to this NETEC Training. Attached you will find the current list of our PPE.

This is a training session and there will **NOT** be any contact with any active or inactive special pathogens.

If there are any questions or concerns please feel free to contact:

(Facility contact information)

Sincerely,

DRAFT