

Occupational Health Policy Update

Date: [Insert Date]

Dear [Employee's Name/Team],

We are writing to inform you about important updates to our Occupational Health Policy. These changes are designed to enhance the safety and well-being of all employees within our organization.

Key Updates:

- **Health Screening:** Mandatory health screenings will be conducted bi-annually.
- **Mental Health Support:** Increased access to mental health resources and support systems.
- **Workplace Ergonomics:** New guidelines for workplace ergonomics to reduce injury risk.

We strongly encourage all employees to review the updated policy, which can be found on our intranet under the "Policies" section. Your health and safety are our top priorities, and we believe these updates will significantly benefit our work environment.

If you have any questions or feedback, please do not hesitate to reach out to [Contact Person/HR Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]