

# Health and Safety Measures Notification

Date: [Insert Date]

To: [Employee/Staff Name]

From: [Your Name/Department]

Subject: Important Health and Safety Measures

Dear [Employee/Staff Name],

We hope this message finds you well. In light of recent events and to ensure the safety of all our employees, we are implementing the following health and safety measures effective immediately:

- Mandatory wearing of masks in all common areas.
- Regular hand sanitization stations will be available throughout the premises.
- Social distancing of at least six feet is required in all workspaces.
- Daily temperature checks will be conducted upon entry.
- Work from home options are encouraged where applicable.

We believe that these measures are essential for maintaining a safe working environment for all. We appreciate your cooperation and understanding.

If you have any questions or concerns, please do not hesitate to reach out to the HR department.

Thank you for your commitment to health and safety.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]