

# Notification of Updated Safety Guidelines

Dear [Employee/Team Name],

We are committed to maintaining a safe and healthy work environment for all our employees. In light of recent developments, we have updated our safety guidelines to ensure the well-being of everyone at [Company Name].

## Updated Guidelines:

- Always wear appropriate personal protective equipment (PPE) in designated areas.
- Maintain social distancing of at least 6 feet in communal spaces.
- Frequent hand washing or sanitizing is mandatory.
- Stay home if you are feeling unwell or have any symptoms of illness.
- Participate in safety training sessions scheduled for [dates].

We appreciate your cooperation and commitment to safety. Please take the time to review the updated guidelines and feel free to reach out to your supervisor if you have any questions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]