

Notice of Modifications to Club Safety Policy

Date: [Insert Date]

Dear [Club Members/Staff],

We hope this message finds you well. We are writing to inform you of important modifications to our club's safety policy aimed at enhancing the wellbeing of all members and visitors.

Summary of Changes:

- Updated emergency evacuation procedures.
- Enhanced sanitization protocols for facility usage.
- Revised rules regarding personal protective equipment (PPE).
- Implementation of a check-in procedure for all members and guests.
- Regular safety training sessions for staff and volunteers.

These changes will take effect on [Insert Effective Date]. We encourage all members to review the full safety policy document attached to this email or available at the club's main office.

We appreciate your understanding and cooperation in keeping our club safe. If you have any questions or concerns, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Club Name]