

Dear Team Members,

We hope this message finds you well. In light of recent events and feedback, we have revised our safety guidelines to ensure a safer work environment for everyone. Please review the updated guidelines below:

Updated Safety Guidelines

- Always wear personal protective equipment (PPE) as required.
- Maintain a minimum distance of 6 feet from others.
- Frequent hand washing and the use of hand sanitizers is mandatory.
- Report any safety hazards immediately to your supervisor.
- Participate in scheduled safety training sessions.

We appreciate your cooperation and commitment to maintaining a safe workplace. If you have any questions or concerns regarding these guidelines, please do not hesitate to contact your supervisor.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Company Name]