

Safety Protocol Reminder

Dear Team,

This is a friendly reminder to always adhere to our workplace safety protocols. Your safety and well-being are our top priority.

Key Safety Protocols:

- Always wear proper personal protective equipment (PPE).
- Report any hazards or unsafe conditions immediately.
- Participate in regular safety training sessions.
- Maintain a clean and organized workspace.
- Follow all emergency procedures and know the evacuation routes.

Thank you for your cooperation in keeping our workplace safe.

Best regards,

[Your Name]

[Your Position]

[Company Name]