

Notification of Changes to the Emergency Response Plan

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Updates to the Emergency Response Plan

Dear [Recipient Name],

We are writing to inform you of recent updates to the Emergency Response Plan. These changes are designed to enhance our preparedness and response capabilities in the event of an emergency.

Summary of Changes:

- Updated evacuation routes: New maps are attached for your reference.
- Revised roles and responsibilities: Please review the updated responsibility chart.
- Enhancements to communication procedures: New contact numbers have been added.
- Training schedule updates: Mandatory training sessions have been scheduled for [insert dates].

Please ensure that all personnel are informed of these changes and that they review the updated Emergency Response Plan document, which can be found [insert location/URL].

If you have any questions or require further clarification regarding these updates, please do not hesitate to contact me at [insert telephone number] or [insert email address].

Thank you for your attention to this important matter.

Sincerely,

[Sender Name]

[Sender Title]

[Organisation Name]