

Safety Procedure Reminder

Date: [Insert Date]

To: [Recipient Name]

Dear [Recipient Name],

This letter serves as a reminder of the safety procedures to follow in case of an emergency. Your safety is our top priority, and we want to ensure that everyone is prepared.

Emergency Procedures:

1. Remain calm and assess the situation.
2. If necessary, call [Emergency Contact Number].
3. Follow the designated evacuation routes located in each area.
4. Proceed to the assembly point and await further instructions.
5. Do not use elevators during an emergency.
6. If you encounter a fire, activate the nearest fire alarm and evacuate immediately.

Please familiarize yourself with these procedures and keep them in mind at all times. Your cooperation is essential for ensuring safety within our workplace.

If you have any questions or require further information, do not hesitate to contact [Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]