

Vendor Safety Measures Update

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Updates on Safety Measures

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing commitment to ensuring the safety and well-being of our employees, customers, and partners, we are updating our vendor safety measures.

Please take note of the following updates:

- All vendors must provide a current health and safety certification.
- Personal protective equipment (PPE) is mandatory on-site for all vendor staff.
- Regular safety briefings will be conducted prior to site entry.
- Incidents must be reported immediately to our safety officer.

We appreciate your cooperation and commitment to maintaining a safe working environment. Should you have any questions or require further details, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Best Regards,
[Your Name]
[Your Position]
[Your Company Name]
[Contact Information]