

Product Recall Notification

Date: [Date]

To: All Employees

From: [Your Name] / [Your Position]

Subject: Important Product Recall Notice

Dear Team,

We are writing to inform you of a product recall that affects [Product Name/Model] due to [reason for recall, e.g., safety concerns, manufacturing defects]. Your attention to this matter is critical in ensuring the safety and satisfaction of our customers.

Details of the Recall:

- **Product Name:** [Product Name]
- **Recall Reason:** [Briefly explain]
- **Implications:** [Explain how this affects employees or customers]

Immediate Actions Required:

1. Review all inventory related to the recalled product.
2. Cease all sales and distribution of the affected product.
3. Follow the procedures outlined in the [Recall Procedure Document/Manual].

If you have any questions or need further assistance, please do not hesitate to reach out to your supervisor or the recall management team.

Thank you for your cooperation and commitment to maintaining our company's standards of excellence.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]