

Announcement of New Safety Measures

Dear Team,

We are committed to ensuring the safety and well-being of all our employees. In light of recent events, we are rolling out new safety measures effective immediately.

New Safety Measures:

- Mandatory use of personal protective equipment (PPE) in all designated areas.
- Implementation of regular safety training sessions starting next week.
- Increased frequency of sanitation in common spaces.
- Establishment of a safety reporting system to address concerns promptly.

We appreciate your cooperation in adhering to these measures. Your health and safety are our top priority.

If you have any questions or feedback, please feel free to reach out to your supervisor.

Thank you for your attention and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Company Name]