

# **Subject: Announcement of New Workplace Guidelines**

Dear Team,

We hope this message finds you well. As part of our ongoing commitment to maintaining a safe and productive work environment, we are implementing new workplace guidelines effective [start date]. These guidelines are designed to enhance our workplace culture and ensure the well-being of all employees.

## **New Guidelines Include:**

- Mandatory health screenings at entry points.
- Regular sanitation of common areas.
- Flexible work-from-home policies as needed.
- Encouragement of open communication for any concerns.

We appreciate your compliance and support as we transition to these new guidelines. Your health and safety are our top priority, and together, we can create a thriving workplace.

If you have any questions or feedback, please do not hesitate to reach out to your manager.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]