

Dear [Employee's Name],

We are committed to ensuring a safe and healthy work environment for all employees. As part of our continuous efforts to improve workplace safety, we have implemented new safety rules effective [Effective Date].

New Office Safety Rules:

- Always wear your ID badge visibly while in the office.
- Keep your workspace organized and free from hazards.
- Report any safety concerns or incidents to your supervisor immediately.
- Participate in mandatory safety training sessions.
- Utilize safety equipment as required for specific tasks.

Please take time to familiarize yourself with these new rules. Your safety and well-being are our top priority. For any questions or further clarification, feel free to reach out to the HR department.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Company Name]