

# Office Safety Standard Modifications Notification

Date: [Insert Date]

To: All Employees

From: [Your Name] [Your Position]

Subject: Modifications to Office Safety Standards

Dear Team,

In our ongoing efforts to maintain a safe and healthy work environment, we have made the following modifications to our office safety standards:

- **Improved Ergonomics:** All workstations have been assessed and will be equipped with adjustable chairs and desks.
- **Emergency Exits:** Markings for emergency exits have been updated for better visibility.
- **Personal Protective Equipment (PPE):** New guidelines for PPE usage in designated areas have been established.
- **Regular Safety Drills:** Safety drills will be conducted monthly to ensure preparedness.

We encourage everyone to review these changes and provide feedback. Your safety is our top priority, and it's essential that we all adhere to these updated standards.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]