

Important Safety Information for Workshop Attendees

Dear Workshop Attendees,

We are looking forward to welcoming you to our upcoming workshop on [Workshop Topic] on [Date]. Your safety is our top priority. Please take a moment to review the following important safety information:

General Safety Guidelines

- Please wear appropriate clothing and closed-toe shoes.
- Always follow the instructions given by the workshop facilitator.
- Report any unsafe conditions or incidents to the staff immediately.

Emergency Procedures

In case of an emergency, please follow these procedures:

1. Remain calm and listen for instructions.
2. Evacuate the building using the nearest exit.
3. Gather at the designated meeting point: [Location].

Health Guidelines

If you are feeling unwell or showing symptoms of illness, please refrain from attending the workshop. Ensure you practice good hygiene by washing your hands regularly.

Thank you for your attention to these important safety measures. We look forward to seeing you soon!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]