

Retail Cleanliness Standards Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Notification of Retail Cleanliness Standards

Dear [Recipient Name],

We are writing to formally notify you about our updated cleanliness standards that are to be implemented across all retail locations. Maintaining a clean and safe environment is our top priority, and your cooperation is essential in achieving this goal.

New Cleanliness Standards

- **Daily Cleaning Routines:** All high-touch areas must be sanitized at least twice a day.
- **Regular Inspections:** Weekly audits will be conducted to ensure compliance with cleanliness standards.
- **Employee Training:** All staff will undergo training on hygiene practices and proper cleaning techniques.
- **Customer Areas:** Ensure that shopping carts, restrooms, and common areas are maintained and cleaned regularly.

Please ensure that these standards are communicated to your teams effectively and implemented as soon as possible. We appreciate your attention to this matter and your commitment to maintaining a high level of cleanliness in our retail spaces.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]