

# Retail Sanitation Policy Revision

Dear [Employee/Team],

We are writing to inform you about the recent revisions made to our retail sanitation policy. As part of our commitment to providing a safe and healthy environment for our customers and staff, we have updated our sanitation procedures to reflect best practices and comply with current guidelines.

## Key Changes:

- Increased frequency of cleaning high-touch surfaces.
- Updated protocols for employee handwashing and hygiene.
- Implementation of new cleaning products that are more effective against bacteria and viruses.
- Regular training sessions on sanitation practices for all staff members.

These changes will take effect on [Effective Date]. It is important that each team member understands and adheres to these updated policies to ensure a safe shopping experience for everyone.

If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out to your supervisor.

Thank you for your continued dedication to maintaining a clean and safe environment.

Sincerely,

[Your Name]

[Your Position]

[Company Name]