

Health and Safety Information Sharing

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Sharing of Health and Safety Information

Dear [Recipient's Name],

We are committed to ensuring a safe and healthy environment for all employees. In line with our ongoing efforts to promote health and safety, we are sharing important information regarding our current policies and resources available to you.

- 1. Emergency Procedures:** Please familiarize yourself with the emergency exit routes and procedures outlined in the employee handbook.
- 2. Safety Training:** Mandatory safety training sessions will be conducted on [insert dates]. Attendance is compulsory.
- 3. Health Resources:** Our Employee Assistance Program (EAP) is available for any health concerns. Please reach out to [contact information] for support.

If you have any questions or require further information, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]