

Flu Season Health Guidelines

Dear [Recipient's Name],

As we enter the flu season, we want to ensure that everyone stays healthy and safe. Please review the following guidelines:

- **Get Vaccinated:** We encourage all employees to get their flu vaccine.
- **Practice Good Hygiene:** Wash your hands regularly with soap and water or use hand sanitizer.
- **Avoid Close Contact:** Maintain distance from others, especially if you are feeling unwell.
- **Stay Home if Sick:** If you exhibit flu symptoms, please stay home and consult a healthcare provider.
- **Cover Your Coughs and Sneezes:** Use a tissue or your elbow to cover your mouth and nose.

By following these guidelines, we can help protect our community during this flu season. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]