

# Facility Safety Audit Announcement

Date: [Insert Date]

Dear [Team/Staff/Department Name],

We would like to inform you that a facility safety audit will take place on [Insert Date] at [Insert Time]. This audit aims to ensure that our workplace maintains the highest safety standards and complies with all relevant regulations.

Please prepare by reviewing your area for any safety concerns and make sure that all safety equipment is accessible and functional. Your cooperation is essential in helping us maintain a safe working environment.

Should you have any questions or need assistance leading up to the audit, please do not hesitate to contact [Insert Contact Person/Department].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]