

Routine Safety Inspection Alert

Date: [Insert Date]

To: All Employees

From: [Your Name/Department]

Dear Team,

This is to inform you that a routine safety inspection will be conducted on [Insert Date of Inspection]. The purpose of this inspection is to ensure that we maintain a safe work environment and comply with all safety regulations.

We kindly ask all employees to be vigilant and cooperate with the safety team during this process. Please ensure that your workstations are clear of any hazards and that safety equipment is readily accessible.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]