

Health and Safety Review Notice

Date: [Insert Date]

To: [Employee Name/Department]

From: [Your Name/Your Position]

Subject: Upcoming Health and Safety Review

Dear [Employee Name/Team],

This is to inform you that a health and safety review will be conducted on [Insert Date] at [Insert Location]. The purpose of this review is to assess our current health and safety practices and ensure we are compliant with all applicable regulations.

Please be prepared to discuss your department's current health and safety procedures and any concerns you may have. We appreciate your cooperation in making our workplace safer for everyone.

If you have any questions or need further information, feel free to reach out to me directly.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]