

# Product Recall Procedure Notification

Date: [Insert Date]

To: All Employees

Dear Team,

We are writing to inform you of a product recall concerning [Product Name] due to [reason for recall]. The safety and well-being of our customers and employees are our highest priority, and we are taking this matter very seriously.

## Recall Procedure

1. Identify the affected products in your possession.
2. Immediately cease any distribution or use of the product.
3. Contact your supervisor or the product recall team at [contact information] for further instructions.
4. Document any products that were distributed or sold prior to this notice.
5. Participate in any training or information sessions provided regarding the recall.

We appreciate your prompt attention to this matter and your continued commitment to ensuring the safety of our products.

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]