

# Health and Safety Performance Review

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We would like to take this opportunity to review the health and safety performance of your organization over the past [Insert Time Period]. Our goal is to ensure that all suppliers comply with our health and safety standards and to foster a culture of continuous improvement.

## Performance Summary

During the review period, we have noted the following:

- Incidents Recorded: [Insert Number]
- Safety Audits Conducted: [Insert Number]
- Training Sessions Held: [Insert Number]

## Key Achievements

We commend your team for:

- [Achievement 1]
- [Achievement 2]
- [Achievement 3]

## Areas for Improvement

We have identified the following areas needing attention:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

## Action Plan

We would like to work with you on developing an action plan to address the identified areas for improvement. Please provide us with your feedback and proposed steps by [Insert Deadline].

Thank you for your continued commitment to health and safety. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]