

Notice of Safety Policy Changes

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We would like to inform you of important changes to our safety policies that will take effect on [Insert Effective Date]. These changes are aimed at enhancing the safety and well-being of all stakeholders involved in our operations.

Summary of Changes:

- [Change 1: Brief Description]
- [Change 2: Brief Description]
- [Change 3: Brief Description]

We believe that these changes will create a safer working environment and improve compliance with safety regulations. We encourage you to review the full policy document attached and ensure that all necessary adjustments are made in your operations.

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]