

Supplier Workplace Safety Briefing

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Person],

We are committed to maintaining a safe work environment for all our partners and suppliers. As part of this commitment, we are conducting a Workplace Safety Briefing scheduled for [Insert Date and Time] at [Insert Location].

The objective of this briefing is to:

- Enhance awareness of workplace safety protocols.
- Discuss the importance of adhering to safety standards.
- Review emergency procedures and hazard communication.

Your attendance and participation are essential in fostering a culture of safety and compliance. Please confirm your attendance by [Insert RSVP Deadline].

Thank you for your cooperation and commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]