

Announcement: Employee Health and Safety Committee

Dear Team,

We are pleased to announce the formation of an Employee Health and Safety Committee to enhance our commitment to providing a safe and healthy work environment for all employees.

The committee will consist of representatives from various departments and will meet monthly to discuss safety concerns, policies, and initiatives. Our goal is to improve workplace safety and promote wellness among our staff.

Committee Members:

- John Doe - HR Department
- Jane Smith - Operations Department
- Emily Johnson - IT Department
- Michael Brown - Facilities Department

We encourage all employees to share their safety concerns and suggestions with any committee member. Together, we can create a safer workplace.

Thank you for your attention and cooperation.

Best regards,

[Your Name]

[Your Position]