

# Employee Health and Safety Compliance Reminder

Dear [Employee's Name],

As part of our commitment to maintaining a safe and healthy workplace, we would like to remind you of our health and safety compliance policies. Ensuring a safe environment is crucial to the well-being of all employees.

Please take a moment to review the following key points:

- Always wear personal protective equipment (PPE) as required.
- Report any unsafe conditions or incidents immediately to your supervisor.
- Participate in scheduled safety training sessions.
- Follow all safety protocols and guidelines outlined during training.

Your responsibility in adhering to these policies is vital for the health and safety of yourself and your colleagues. Please feel free to reach out if you have any questions or need further clarification on our health and safety procedures.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]