

Health and Safety Guideline Examination

Date: _____

To: [Recipient's Name]

From: [Your Name]

Subject: Health and Safety Guideline Examination

Dear [Recipient's Name],

This letter serves as a notification regarding the upcoming examination of our health and safety guidelines. The examination is scheduled for **[Date]** at **[Time]**.

All employees are required to review the health and safety policies, which can be found in the employee handbook or on the company intranet. Your participation is crucial to ensure that we maintain a safe and compliant work environment.

Please confirm your attendance by **[RSVP Date]**. Should you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]