

# Urgent Safety Guidelines Notification

Date: [Insert Date]

To: All Employees

From: [Your Name] / [Your Position]

Subject: Urgent Safety Guidelines Update

Dear Team,

We are writing to inform you of urgent safety guidelines that must be followed to ensure the well-being of all employees. These guidelines are effective immediately and are crucial for maintaining a safe work environment.

## **New Safety Guidelines:**

- All employees must wear personal protective equipment (PPE) at all times while on site.
- Regular hand sanitization must be practiced; hand sanitizers will be provided at various locations.
- Maintain social distancing of at least 6 feet in all common areas.
- Report any unsafe conditions or behaviors to your supervisor immediately.
- Participate in the upcoming mandatory safety training session scheduled for [Insert Date].

Your safety is our top priority, and we appreciate your cooperation in adhering to these guidelines. If you have any questions or concerns, please reach out to [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]