

Warning to Employees

Date: [Insert Date]

To All Employees,

Subject: Potential Risks During Office Renovations

Dear Team,

As you are aware, we will be undergoing renovations in our office starting from [insert start date]. We want to ensure the safety and well-being of all employees during this time. Please be advised of the following potential risks:

- Noise disturbances that may affect concentration and productivity.
- Restricted access to certain areas of the office.
- Possible exposure to dust and debris.
- Use of heavy machinery and construction materials.

Please adhere to the following safety guidelines:

- Stay clear of construction zones and follow posted signage.
- Wear appropriate personal protective equipment if necessary.
- Report any unsafe conditions to your supervisor immediately.

We appreciate your cooperation and understanding during this time. Your safety is our top priority.

Thank you,

[Your Name]

[Your Job Title]

[Company Name]