

# Workplace Health and Safety Policy Review

Date: [Insert Date]

To: [Recipient's Name]  
[Recipient's Job Title]  
[Company Name]  
[Company Address]

Dear [Recipient's Name],

We are initiating a review of our Workplace Health and Safety (WHS) Policy to ensure it remains effective and compliant with current regulations and standards. The purpose of this review is to evaluate our existing practices and make necessary improvements to safeguard our employees' health and safety.

We encourage your input and feedback during this process, as your experiences and insights are invaluable. Please find attached the current version of the WHS Policy for your reference. Additionally, we will be holding a meeting on [Insert Meeting Date] at [Insert Meeting Time] to discuss the review and gather further input.

Thank you for your attention to this important matter. We look forward to your contributions to enhance our workplace safety.

Sincerely,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]