

Subject: Important Safety Alert

Dear [Employee's Name],

We are writing to inform you of recent developments that could potentially impact your safety and well-being at work.

It has come to our attention that [briefly describe the threat or incident, e.g., "there have been reports of unauthorized individuals accessing the premises"]. We take these matters very seriously and are committed to ensuring your safety.

Please be advised to take the following precautions:

- Always wear your identification badge visibly.
- Report any suspicious activity immediately to security.
- Avoid isolated areas of the building until further notice.

We are actively investigating the situation and are taking all necessary steps to address these concerns. Your safety is our top priority.

If you have any questions or need assistance, please do not hesitate to reach out to your supervisor or the HR department.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]