

Fire Evacuation Drill Notification

Dear Team Members,

This is to inform you that we will be conducting a fire evacuation drill on **[Date]** at **[Time]**. Your participation is crucial to ensuring we are all prepared for any emergency situation.

Details of the Drill:

- **Location:** [Building/Area]
- **Duration:** Approximately [Duration]
- **Assembly Point:** [Assembly Point]

Please take this drill seriously and adhere to the following guidelines:

1. Remain calm and follow the instructions of your team leaders.
2. Know your nearest exit route.
3. Do not use elevators during the drill.

Thank you for your cooperation and commitment to safety.

Best Regards,
[Your Name]
[Your Position]