

# Mandatory Fire Drill Notification

Dear Staff,

This is to inform you that a mandatory fire drill will be conducted on **[Date]** at **[Time]**. Your participation is crucial to ensure that we all know the proper procedures in case of an actual emergency.

Please familiarize yourself with the nearest exits and assembly points. Attendance is mandatory for all staff members.

Thank you for your cooperation.

Sincerely,

**[Your Name]**  
**[Your Position]**  
**[Company Name]**