

Quarterly Fire Drill Reminder

Date: [Insert Date]

To: All Facility Management Staff

Dear Team,

This is a reminder that our quarterly fire drill is scheduled for [Insert Date and Time]. It is important that all staff members participate to ensure that we are prepared in case of an emergency.

Please review the fire evacuation procedures and be ready to respond promptly. Your cooperation and attention to safety are greatly appreciated.

If you have any questions or need further information, please do not hesitate to reach out.

Thank you for your commitment to safety.

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]