

# Upcoming Fire Drill Reminder

Dear Team,

This is a reminder that we will be conducting a fire drill on **[Date]** at **[Time]**. It is essential for all personnel to participate and familiarize themselves with our emergency procedures.

Please take a moment to review the evacuation routes and assembly points that are posted throughout the workplace.

Your safety is our top priority. Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]