

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Address]

[City, State, Zip Code]

Dear [Employee's Name],

Subject: Environmental Health and Safety (EHS) Correspondence

We would like to remind you of our commitment to maintaining a safe and healthy work environment. As part of our EHS initiatives, we encourage you to adhere to the following guidelines:

1. [Specific EHS guideline or procedure]
2. [Another guideline or procedure]
3. [Any additional guidelines]

Please ensure that you complete the required EHS training by [deadline date] and report any safety concerns or incidents to your supervisor immediately.

Thank you for your attention to these important matters. Together, we can ensure a safe workplace for everyone.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]

[Company Logo]