

[Your Company Letterhead]

[Date]

[Employee Name]

[Employee Position]

[Department]

[Company Name]

Dear [Employee Name],

Subject: Employee Safety Briefing

We are committed to ensuring a safe and healthy working environment for all our employees. As part of this commitment, we will be conducting an Employee Safety Briefing on [Date] at [Time]. This briefing will take place at [Location].

The agenda for the meeting will include:

- Overview of workplace safety policies
- Emergency procedures
- Hazard identification and reporting
- Personal protective equipment usage
- Q&A session

Your attendance is mandatory as it is essential for your safety and the safety of your colleagues. Please come prepared to engage and ask questions.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]