

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Implementation of the Environmental, Health, and Safety (EHS) Policy

We are pleased to announce the implementation of our new Environmental, Health, and Safety (EHS) Policy, effective [Start Date]. This policy reflects our commitment to ensuring a safe and healthy work environment while promoting sustainable practices.

Key components of the EHS Policy include:

1. **Compliance**: Adhering to all relevant laws, regulations, and standards.
2. **Training**: Regular EHS training for all employees to ensure understanding and compliance.
3. **Incident Reporting**: Establishing a clear procedure for reporting incidents and near misses.
4. **Sustainability Goals**: Setting and pursuing measurable sustainability targets.

We encourage all employees to familiarize themselves with the EHS Policy, which can be found [insert location of policy, e.g., company intranet, shared drive]. Your active participation and cooperation are crucial to the success of our EHS initiatives.

For any questions or further clarification, please do not hesitate to contact [EHS Coordinator Name, Title, Email, Phone Number].

Thank you for your attention and support as we work together to create a safer and more sustainable workplace.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Optional: Company Logo]