

[Your Company Letterhead]

[Date]

[Staff Name]

[Staff Position]

[Company Name]

[Company Address]

Dear Staff,

Subject: Important Notification About EpiPen and Allergies

We would like to bring to your attention important information regarding allergies and the use of EpiPens in our workplace.

It has come to our attention that some employees in our office have severe allergies that may require the use of an EpiPen. To ensure a safe working environment for everyone, please observe the following guidelines:

1. ****Awareness****: Be aware of the individuals who have indicated their allergies and the potential triggers.
2. ****Access****: EpiPens should be readily accessible to those who need them. Please familiarize yourself with their location in case of an emergency.
3. ****Training****: We will conduct a training session on the correct use of EpiPens. Attendance is mandatory for all staff.
4. ****Emergency Protocol****: In case of an allergic reaction, please alert [Emergency Contact/HR] immediately and follow the emergency protocols outlined in our employee handbook.

Your cooperation in this matter is essential for maintaining a safe workplace. If you have any questions or require further information, please reach out to [Contact Person/Department].

Thank you for your attention to this critical issue.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]