

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: UV Protection Policy

We are committed to ensuring the health and safety of our employees and clients. In light of the increasing awareness of UV radiation and its effects, we have established a UV Protection Policy.

****Policy Overview**:**

Our UV Protection Policy aims to minimize exposure to harmful UV rays during working hours and outdoor activities.

****Key Measures**:**

1. ****Education and Awareness**:** Regular training sessions will be conducted to educate employees about UV risks and protection measures.
2. ****Protective Equipment**:** We will provide sunscreen, UV-protective clothing, and accessories to employees working outdoors.
3. ****Schedule Adjustments**:** Outdoor work will be scheduled outside peak UV hours whenever possible.
4. ****Monitoring and Reporting**:** Employees are encouraged to report any instances of sunburn or other related health issues to their supervisors.

****Implementation**:**

This policy will be effective starting [Effective Date] and will be reviewed annually.

Thank you for your cooperation in making our workplace safer.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]