

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Subject: Notification of UV Ray Hazards

Dear [Employee's Name],

This letter serves to inform you of potential hazards related to ultraviolet (UV) rays in the workplace. As part of our commitment to employee health and safety, we want to ensure that you are aware of the risks associated with UV exposure and the protective measures in place.

1. **Hazard Overview**

- UV rays can cause a range of health issues, including skin damage, eye injury, and increased risk of skin cancer.

2. **Exposure Areas**

- Areas where UV exposure may occur include [specific locations, e.g., outdoor work sites, certain laboratory environments].

3. **Protective Measures**

- We encourage employees to wear protective clothing, such as long sleeves and hats, and apply sunscreen when working outdoors.

Additionally, UV-blocking eyewear should be used in areas with high UV exposure.

4. **Training**

- A training session on UV safety and proper protective measures will be held on [date] at [time]. Attendance is mandatory.

5. **Reporting Concerns**

- If you have any concerns regarding UV exposure or require further information, please do not hesitate to contact [Name, Position] at [Contact Information].

Your safety is our priority. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]