

[Your Company Letterhead]

[Date]

[Employee's Name]

[Employee's Position]

[Employee's Address]

Dear [Employee's Name],

Subject: Workplace UV Protection Policy

We would like to ensure the health and safety of all employees while working at [Company Name]. As part of our commitment to a safe work environment, we are implementing a UV Protection Policy to minimize exposure to harmful ultraviolet (UV) radiation, especially for those working outdoors.

Key points of the policy include:

1. **\*\*Protective Gear\*\***: Employees will be provided with UV-protective clothing, sunglasses, and sunscreen.
2. **\*\*Scheduled Breaks\*\***: Mandatory break periods during peak sun hours to reduce UV exposure.
3. **\*\*Education and Training\*\***: Workshops will be held to educate all employees about UV radiation and safety measures.
4. **\*\*Monitoring UV Levels\*\***: We will monitor UV index levels daily and communicate any high-risk days.

Please acknowledge receipt of this letter and confirm your understanding of the UV Protection Policy by signing below.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

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I hereby acknowledge receipt of the UV Protection Policy.

\_\_\_\_\_  
[Employee's Signature]

[Date]