

[Company Letterhead]

[Date]

[Employee Name]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

Subject: UV Protection Measures

We are committed to providing a safe and healthy workplace for all our employees. In light of the potential risks associated with UV exposure, we would like to remind you of the importance of UV protection while performing outdoor duties.

Please note the following guidelines to ensure your safety:

1. Wear protective clothing and UV-blocking sunglasses.
2. Apply broad-spectrum sunscreen with an SPF of at least 30.
3. Take breaks in shaded areas whenever possible.
4. Stay hydrated and report any signs of heat-related illness promptly.

Your health and well-being are our top priority. If you have any questions or need additional resources, feel free to reach out to

[Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]