

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of UV Rays Policy

We hope this message finds you well. We are writing to inform you about our updated policy regarding UV rays exposure and safety measures implemented at [Organization Name].

As part of our commitment to ensuring the well-being of our employees and visitors, we have established guidelines to mitigate the risks associated with UV rays. The key points of the policy include:

1. ****UV Protection Measures****: All staff are encouraged to use sunscreen and wear protective clothing when exposed to sunlight during work hours.
2. ****Awareness Campaigns****: Regular workshops and training sessions will be held to educate employees on the effects of UV rays and the importance of protection.

3. ****Outdoor Activities****: Any scheduled outdoor events will provide shaded areas and will encourage the use of sun protection methods.

Please familiarize yourself with the complete UV rays policy, which is attached to this letter. If you have any questions or require further information, do not hesitate to contact the HR department at [HR Contact Information].

Thank you for your attention to this important matter, and for helping us create a safer environment.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]