

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name/Department]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Workplace UV Safety Measures

I hope this message finds you well. As part of our ongoing commitment to ensuring a safe working environment, we wish to address the importance of ultraviolet (UV) safety within our workplace.

As you may be aware, prolonged exposure to UV radiation can pose significant health risks, including skin damage and increased risk of skin cancer. To protect our employees, we are implementing the following safety measures:

1. **Awareness Training:** All employees are encouraged to participate in the upcoming training sessions focused on UV safety and protection measures.
2. **Protective Equipment:** We will provide UV protective gear, including hats, eyewear, and sunscreen, for employees who work in areas with exposure to sunlight.
3. **Scheduled Breaks:** Regular breaks will be scheduled to minimize continuous exposure to UV radiation during peak sunlight hours.
4. **Health Monitoring:** We encourage all employees to monitor their skin for any changes and report them promptly to our health and safety officer.

Please feel free to reach out with any questions or suggestions regarding our UV safety protocol. Your health and safety are our top priority.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]