

(Your Company Name) 2019 Sun Safety Initiative

Dear Employee,

Over the past several decades, cases of skin cancer have been rising at an alarming rate. Because many of our valued employees spend much of their day working outdoors, we are taking some important steps to minimize the risk to all our employees of getting skin cancer later in life.

Beginning (date of implementation), all employees at (Company Name) will receive training on the dangers of UV exposure and how to be protected when outdoors. Going forward, any employee who works outdoors will be required to adhere to our new sun safe policies and procedures received through this educational training.

If you have any questions, please reach out to your department manager or supervisor.

Sincerely,
Company Management