

To: All Staff Members

From: Management

Date: [Insert Date]

Subject: Urgent: Revised Emergency Evacuation Routes

Dear Team,

Following the recent management handover, we have conducted a comprehensive safety audit of the premises. To ensure the highest standards of safety for all employees, we have revised the official emergency evacuation routes and assembly points effective immediately.

Key Changes Include:

- Updated exit paths for [Insert Department/Floor Name].
- Relocation of the primary assembly point to [Insert New Location].
- New signage installed throughout the building.

Attached to this email is a digital map of the new evacuation plan. Hard copies have also been posted in all common areas, breakrooms, and near elevator lobbies.

Please take a moment today to familiarize yourself with the route nearest to your workstation. We will be conducting a mandatory fire drill on [Insert Date] at [Insert Time] to practice these new procedures.

Your safety is our priority. If you have any questions regarding these changes, please contact the Health and Safety Officer at [Insert Contact Information].

Best regards,

[Your Name]

[Your Title]

[Company Name]