

Date: [Insert Date]

To: [Employee Name/Staff Members]

From: [Management/Human Resources]

Subject: Agreement Regarding Severe Food Allergy Breakroom Modifications

Dear [Employee Name/Team],

This letter serves as a formal agreement and notification regarding necessary modifications to our shared breakroom facilities to ensure the safety of an employee with a life-threatening food allergy to: **[Insert Allergen, e.g., Peanuts/Shellfish]**.

To provide a safe working environment, all parties agree to the following modifications:

- **Designated Zones:** A specific area of the breakroom has been designated as "Allergen-Free." No products containing [Allergen] are permitted in this zone.
- **Food Storage:** All food brought into the office must be kept in sealed containers. Please avoid bringing [Allergen] into the shared refrigerator.
- **Cleaning Protocols:** Employees agree to wipe down shared tables and microwave surfaces immediately after use with the provided sanitizing wipes.
- **Utensils and Cookware:** Please use only your own personal utensils or the disposable options provided. Do not share plates or cups.
- **Labeling:** Any communal food brought for office celebrations must include a full list of ingredients.

This agreement is based on mutual respect and the collective responsibility to prevent a medical emergency. Failure to adhere to these safety protocols may result in a review of breakroom privileges.

If you have any questions or require clarification on these measures, please contact [Name of Contact Person] in the HR Department.

We appreciate your cooperation in keeping our workplace safe for everyone.

Sincerely,

[Signature]

[Name of Manager/HR Representative]

[Title]

Employee Acknowledgment:

I have read and understand the breakroom modification agreement and agree to comply with the safety measures outlined above.

Signature: _____ Date: _____