

**Date:** [Insert Date]

**To:** All Staff / [Department Name]

**Subject:** Important Notice: Workplace Environmental Adjustments for Allergy Safety

Dear Team,

To ensure a safe and inclusive working environment for all employees, we are implementing specific environmental adjustments due to severe allergies within our workplace.

Effective **[Insert Date]**, we kindly request that all staff adhere to the following guidelines in **[Insert Specific Area, e.g., the entire office / the breakroom]**:

- **Restricted Items:** Please refrain from bringing [Insert Allergen, e.g., peanuts, shellfish, strong fragrances] into the designated areas.
- **Cleaning Protocols:** Please ensure that shared surfaces are wiped down after use if they have come into contact with food.
- **Disposal:** Use designated bins for the disposal of food wrappers or containers that may contain traces of the aforementioned allergens.

We understand that these adjustments may require a change in routine, and we appreciate your cooperation in maintaining a health-conscious workspace. These measures are necessary to prevent serious medical emergencies and to support the wellbeing of your colleagues.

If you have any questions regarding these changes or require further clarification, please contact [Insert Contact Person/Department Name] at [Insert Email/Phone Number].

Thank you for your cooperation and commitment to a safe workplace.

Sincerely,

[Your Name/Signature]

[Your Job Title]

[Company Name]