[Date]

On [date], we were notified that some employees at our company may have been exposed to [illness]. The affected personnel are assigned to [department] on [shift].

We want to share with you some general information concerning the illness. Additionally, we want to tell you what we are currently doing here at [company] to ensure all necessary steps are taken to address health concerns.

[Insert specific information about the illness. Details should include a brief description of the illness, how it is contracted, symptoms of the illness, typical course of illness, etc.]

[Insert steps the company is taking to address employee health concerns.]

**What You Should Do Now**
[This section may require customization depending on the nature of the illness.]

If you are not sick, there is no need for you to see a doctor.

If you are now sick with the symptoms listed above: [action]

See your private doctor.

Tell the physician that you work in a building that may be involved in an [illness] outbreak.

If your doctor determines that you either have or possibly have the illness, please contact [representative] so that your illness can be tracked.

If you have any concerns or questions about this illness, please ask your manager. Your health and safety are of great concern to us, and we will be grateful for your cooperation in this matter.

Best regards,

[Name and signature]