Dear [EMPLOYEE NAME],

The safety and well-being of our employees, visitors and partners is a top priority for [ADD COMPANY NAME]. As such, we are launching a new alerting system and mobile app on [ADD DATE] to help us provide the safest possible environment.

Our new emergency notification system will result in faster, more reliable and more efficient communication in an emergency. This system, **[NAME OF SYSTEM]**,will send alerts of any potential safety threat to [COMPANY NAME] [ADD THIS CONTENT IF IT’S RELEVANT: and will replace the XXX system].

**What do I need to do?**

* **Ensure Human Resources has your up-to-date contact information**
* **Download [COMPANY NAME]’s Rave Guardian mobile app**

We will proactively load all employee [AND RELEVANT CONTACT GROUPS] mobile phone numbers currently on record with [COMPANY NAME] (through Human Resources) into Rave Guardian. You may choose to “opt out” of the alerts at any time.

To receive notifications relevant to your real-time location, please download [COMPANY NAME]’s Rave Guardian App onto your mobile device at **www.raveguardian.com**.

Rave Guardian benefits include:

* Receiving relevant messages based on your location
* Viewing push notifications when cell service isn’t available
* Receiving notifications from other area organizations using the same alert company
* Accessing safety resources, such as confidential tip submissions, an emergency call button and accessible safety content and plans

Thank you in advance for your support and cooperation.