[letterhead]

As you are likely aware, California has established a new requirement for most employers to develop and implement a Workplace Violence Prevention Plan. Such plans must include (a) workplace hazard assessments and emergency response protocols; (b) procedures to accept and respond to reports of workplace violence; (c) training and communication requirements; (d) documentation procedures; and (e) prohibitions against retaliation.

Because workplace environments and the risks they face are unique, there is no one-size-fits-all Plan that will cover all the bases. The includes soliciting and considering feedback from employees, authorized representatives, and others who may be affected by the Plan, including those whose personnel are expected to be in the workplace, such as service companies and other vendors. We write to invite you to provide input as we work on developing the Plan for our workplace.

Please take a moment to let us know if you would like to provide input on identifying, evaluating, or correcting workplace violence hazards in our workplace. We also invite you to provide input on our investigation and reporting procedures.

Our commitment to avoiding workplace violence and supporting a healthy and safe environment for our employees, vendors, customers, and the general public predates and will always surpass the statutory requirement. But as we look to formally document our plans, we want to make sure we have as much information and as many ideas as we can include.

Finally, while there is no expiration date on our interest in your feedback—and we encourage you to bring up any such issues as needed—we would like to hear from you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as we prepare to publish our Workplace Violence Prevention Plan by \_\_\_\_\_\_\_\_\_\_\_\_\_.

Thank you in advance for your shared commitment to avoiding violence in our workplaces.

[name and signature]