

**Yorkshire Rubber  
Linings Ltd**

## Internal memo

**To:** All employees  
**From:** Paul Holroyd  
**cc:** n/a  
**Date:** 10-10-19  
**Re:** Safety Passports

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Please could every employee present their safety passport card and certificate at some point next week so that we can take a copy for our own internal training file.

Thank you for your corporation

Regards

Paul Holroyd