

Safety Violation Alert

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Safety Violation Notification

Dear [Employee Name],

This letter serves as a formal notification regarding a violation of safety protocols observed on [insert date of violation]. The specific incident involved [describe the safety violation in detail].

As per our organization's safety policies, we take such violations seriously to ensure the safety and well-being of all employees. Immediate corrective action is required to prevent recurrence.

Please provide a written response by [insert due date for response] outlining how you plan to address this violation and prevent future occurrences.

We appreciate your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]