

Workplace Safety Concern Notification

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Notification of Workplace Safety Concern

Dear [Manager's Name],

I am writing to formally notify you of a workplace safety concern that I have observed. It is essential for our team's well-being and productivity that we address this matter promptly.

Concern Details:

- **Nature of Concern:** [Describe the specific safety issue]
- **Location:** [Specify where the issue is occurring]
- **Date First Observed:** [Insert date]
- **Potential Risks:** [Explain any risks associated with the issue]

I believe it is necessary to address this concern as soon as possible to ensure a safe working environment for all employees. I am available to discuss this matter further at your earliest convenience. Thank you for your attention to this critical issue.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]