

# Workplace Safety Violation Report

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Department: [Your Department]

## Subject: Safety Violation Report

Dear [Manager's Name],

I am writing to formally report a safety violation that was observed on [specific date and time] at [specific location]. The details of the violation are as follows:

### Violation Details:

- **Type of Violation:** [Describe the type of violation]
- **Description:** [Provide a detailed description of the incident]
- **Witnesses:** [List any witnesses, if applicable]

This violation poses a serious risk to [employee safety, equipment, etc.]. I recommend that immediate action be taken to rectify this issue to ensure a safe working environment.

Please let me know if you require any additional information or if further action is taken regarding this matter.

Thank you for your attention to this urgent issue.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]