

Personal Protective Equipment (PPE) Policy Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name / Your Title]

Subject: Personal Protective Equipment (PPE) Policy Compliance

Dear [Employee Name],

This letter serves as a reminder regarding the importance of adhering to our Personal Protective Equipment (PPE) policies as outlined in our company safety manual. The safety and well-being of our employees is our top priority, and proper use of PPE is critical in ensuring a safe working environment.

PPE Requirements:

- All employees are required to wear [specific PPE, e.g., hard hats, gloves, safety goggles] in designated areas.
- PPE must be maintained in good condition and replaced when damaged.
- Training on the proper use of PPE will be provided on [insert date].

Please ensure that you have reviewed the PPE policy in the company manual and comply with the outlined requirements. Failure to do so may result in disciplinary action.

If you have any questions or require further clarification regarding PPE policies, do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]