

Safety Policy Breach Notification

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employee Name]

[Employee Position]

[Employee Address]

[City, State, Zip Code]

Dear [Employee Name],

We are writing to inform you of a breach of our safety policy that was reported on [date of incident]. It has come to our attention that [describe the nature of the breach, including specifics of the incident].

As you know, maintaining a safe work environment is of utmost importance to us, and this breach is taken very seriously. We would like to discuss this matter with you further to understand the circumstances and ensure that appropriate actions are taken to prevent future occurrences.

Please schedule a meeting with your supervisor by [date] to discuss this situation. Failure to address this matter may lead to further disciplinary action in accordance with our company policies.

If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]