

Aviation Safety Procedure Violation Notification

Date: [Insert Date]

To: [Employee Name]

Position: [Employee Position]

Department: [Department Name]

Dear [Employee Name],

We are writing to formally notify you of a violation of aviation safety procedures that occurred on [Insert Date of Violation]. This violation is serious and must be addressed to ensure the safety and compliance of our operations.

Details of the Violation:

- Date of Violation: [Insert Date]
- Location: [Insert Location]
- Description of Incident: [Insert Description]

As a reminder, adherence to safety procedures is crucial for maintaining a safe work environment and compliance with aviation regulations. We expect all employees to follow established protocols without exception.

Please be aware that this notification is part of our commitment to safety and accountability. Further violations may result in disciplinary action as per our company policy.

We encourage you to reflect on this incident and discuss any concerns or questions you may have with your supervisor.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]