

Safety Compliance Violation Alert

Date: [Insert Date]

To: [Employee's Name]

Department: [Employee's Department]

From: [Your Name]

Subject: Safety Compliance Violation

Dear [Employee's Name],

This letter is to inform you of a safety compliance violation that occurred on [Insert Date of Violation] at [Location/Department]. The incident involved [briefly describe the nature of the violation].

This violation is a serious matter as it poses risks not only to your safety but also to that of your colleagues. It is imperative that all employees adhere to safety protocols to maintain a safe working environment.

As per our company policy, we require you to meet with your supervisor to discuss this incident and establish corrective measures. Please arrange a meeting by [Insert Deadline] to address this important issue.

We appreciate your attention to this matter and your commitment to improving our safety standards.

Sincerely,

[Your Name]

[Your Title]

[Company Name]