

Notice of Safety Regulation Infraction

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

From: [Supervisor/Manager Name]

Subject: Safety Regulation Infraction

Dear [Employee Name],

This letter serves as a formal notification regarding a violation of safety regulations that was observed on [insert date of infraction]. It has come to our attention that you [describe the specific infraction, e.g., "failed to wear personal protective equipment while operating machinery"].

At [Company Name], we prioritize the health and safety of all our employees and adhere strictly to safety protocols. It is essential that all staff comply with these regulations to prevent workplace accidents and ensure a safe working environment.

As a result of this infraction, we request that you attend a mandatory safety training session on [insert date]. Additionally, please provide us with a written explanation of the circumstances surrounding this infraction by [insert due date].

Failure to comply with safety regulations in the future may lead to further disciplinary action, up to and including termination of employment.

We appreciate your immediate attention to this matter and your commitment to maintaining a safe workplace for everyone.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]