

# Workplace Safety Violation Reminder

Date: [Insert Date]

To: [Employee Name]

From: [Supervisor/Manager Name]

Subject: Reminder of Workplace Safety Violations

Dear [Employee Name],

This letter serves as a reminder regarding the recent safety violations observed in the workplace on [insert date of violation]. The safety and well-being of our employees are our top priority, and we need your cooperation to maintain a safe working environment.

The following safety violations have been noted:

- [Description of Violation 1]
- [Description of Violation 2]
- [Description of Violation 3]

Please take immediate action to rectify these issues and ensure compliance with our safety protocols. Failure to address these concerns may result in further disciplinary action.

If you have any questions or need clarification regarding our safety procedures, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]