Date:

To

[The Recipient Name]  
[Address]

Dear Mr. (name)

This letter is being written to notify you that you have been found to be in non-compliance with laws concerning the wearing of protective equipment on the worksite. As you know that the worksite is littered with sharp nails and other objects which may pierce the sole of regular shoes and hurt your toes and feet. This would not only result in personal injury and hurt but also bring a bad name to the company along with heavy fines.

The company policy is very clear about such situations. Our employees’ safety is our prime concern, and we cannot take such negligence, lightly as it would encourage others to follow suit and can result in a much bigger incident.

However, looking at your past performance and the fact that you have violated this rule for the first time, the management has decided not to impose a fine on you but consider this letter notice and in case of a repetition of the same mistake, you will find your contract terminated.

Looking forward to an improved and more responsible behavior on the worksite.

Yours Sincerely.

Name

Designation

[name]

Department name