Date:

To

[The Recipient Name]  
[Address]

Dear Dr. (name)

It has come to the notice of the hospital’s management that on (date) you entered the post-operative care unit without wearing any protective foot equipment and without covering your shoes.

As you know that post-operative care is a very sensitive area and the patients are extremely prone to get infected, immediately after their surgeries have been done. So, it is important that the area is kept sterile. You are a doctor and should not need a reminder of the sensitivity and importance of this issue.

Consider this a notice and ensure that this behavior does not get repeated or else you will be banned from entering the operation theatre and post-operative care unit for a month and the gap that this would cause in your training would be your own fault.

In addition, a fine of amount (amount) would be imposed. We wish that you understand the gravity and the seriousness of this situation, as infections picked up after surgeries are very hard to combat and can prove to be deadly for the patient. Immense care is required to ensure the patient’s safety and this type of negligent behavior cannot be ignored or taken lightly.

Looking forward to more responsible behavior in the future.

Yours Sincerely.

Designation

[name]

Department name