[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Address]

Subject: Non-compliance of code of conduct for not wearing masks at workplace

To

[The Recipient]

I am Daniel Defoe, the manager o ABC Bakers situated in Michigan, Street 679. This letter serves as a notice to wear masks in bakery premises strictly.

Mr. Pope visited the bakery on Monday as a surprise visit where he found the staff member filling up and packing food items while not covering their faces with masks. He also noticed that workers had not worn gloves to cover hands. This thing comes under the breach of rules that have been set by the department of food authority. Food Authority of Harington has issued stern guidelines for wearing masks and gloves and according to their rules, the one who is found neglecting and violating the rules will be dealt with strictly and accordingly.

This was so embarrassing moment for me when he found that none of you is following precautionary measures. I had already told you many times that on bakery premises you have to wear mask properly. You all were found not complying with the rules. This kind of attitude is totally unacceptable.

As you know that the whole world is facing a pandemic and the best solution to avoid it is to cover your face with masks and be at a distance from others. Mr. Daniel’s early visit to AB Bakery was also of the same kind where our staff was found in the same situation. You all were provided with proper guidelines to tackle safety problems and better your hygienic ambiance. In spite of all this, you are found not abiding by the rules and regulations of the food authority department. It clearly indicates that you are not resenting to better your behavior and paving a way to strict action.

This letter serves as a final notice to all of you to wear face masks to improve the hygienic conditions of the bakery. In case if you are found violating the rules then you all will be dealt with strictly. I hope that you all will comply now with safety measurements.

Regards,

Daniel Defoe