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

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

To

[The Recipient]

Hope you all are doing well. As you all know that country is passing through COVID-19 and to respond to it almost every country in the world is taking measures. Our organization has also considered methods to comply with this pandemic to save our employees and following instructions given by governmental executives. The organization is of the view that dealing with it is compliant. So, for the safety of all of you, it has been made mandatory now to cover your faces with masks hence there would be fewer chances of the transmission of this virus.

The organization will provide all of you with a box of face masks voluntarily for use. Although these are not totally respirators but to somehow, they will provide you protection against the airborne virus droplets.

Use this mask for covering your mouth and nose. Before using it, read the directions carefully that are provided to you. Wash your face and hands after removing the mask and wash your hands before touching your face. Do not wear the mask if it is causing trouble to you in breathing. Do not hang it around your neck and avoid while going back home and waste the mask if it has been damaged.

In case if you observe the symptoms like difficulty in breathing, flu, and fever then contact your Head of the department immediately. If anyone amongst you found violating the rules, then strict action will be taken against you and you will be charged for not wearing masks. I hope that you all will follow the rules strictly and this would be beneficial both for you and others. Thank you.

Regards,

Alexander Defoe