**To**

**[The Recipient Name]  
[Address]**

**Re. Warning for Non-Compliance to the Workplace Safety Regulatory Policies 20XX**

The letter has been penned to warn you of the non-compliance to workplace safety that is imposed by the Workplace Safety Regulatory Authority and Policies (WSRA&P) of 20XX. The letter aims to direct the relevant authorities to look into the observed non-compliance of the workplace safety regulations in the company.

As the company entails the construction, renovation, repair, outsourcing of labor, and providing machinery and equipment. Companies of such working nature need strict safety measures that should be covered from all dimensions.

Violation of safety measures at construction sites brings all the parties into investigation including the site managers, supervisors, and the company administration.

According to the WSRAP rule xvii (LC), the company administration and employer are responsible for any safety malfunction or hazard. Any calamity resulting from the negligence of safety rules would restrict the company from working in the future.

According to the report submitted to the Workplace Management and Safety Authority, CA, the company lacks some very basic safety measures. The labor working at the heights and with CRPs are not secured with the help of safety belts and many of them were seen without safety helmets, gloves, and Chester.

Images of the unsafe environment and non-compliance to the safety rules have been attached with the letter. Please find the copy of the report enclosed and look into the highlighted points. In case of further non-compliance, the company shall be restricted to carry on any work and can be sealed temporarily or permanently or can be penalized with a heavy fine.

You are asked to take immediate measures to make the working safety measures compliant with the rules mentioned. Thank you.

Regards.

[Your Name]  
[Address]