**To**

**[The Recipient Name]**

**Re. Non-Compliance with the Workplace Safety Protocols and Procedures**

Dear [NAME],

The letter has been written to warn you of the consequences that can be brought about by the non-compliance with the safety rules observed at your company by the inspection team of the California Management and Safety Authority (CMSA).

Safety rules are made and ensured to comply with the safety of the employees who spend most of their day in the offices working for their employers. A safe environment not only creates a healthy and secure workplace but also increases the productivity of the employees. It also helps in reducing the company’s cost by reducing the causes behind insurance claims by preventing your employees from catching a fever, illness, or any injury. A safer environment benefits both the employees and employers. It creates a resilient and better safety culture in the office by regulating safety measures and by normalizing safety rules compliance.

Unfortunately, non-compliance with safety rules has been witnessed in your company. The following points make it a violation of the Workplace Safety Policy, you are required to comply with the safety rules by specifically complying with the given remarks:

1. Not wearing protective equipment in the manufacturing department i.e., masks, gloves, suits, and no use of protective boards.
2. No protective measures in the use of heavy machinery.
3. Poor elevator maintenance.
4. No use of prohibitory stickers in the office.

You are asked to comply with the safety rules as they are an important part to ensure workforce and workplace safety. You are required to submit a letter of assurance of compliance with the safety rules as mentioned in the safety guide.

Another visit of the inspection team will be made and any non-compliance with the safety rules will lead to the cancellation of the business license or temporary or permanent closure of the business. Proper legal action will be taken which will resultantly put penalties on your company. Compliance with the safety rules not only creates a healthy environment but also enhances the proficiency of the workplace and workforce. Thank you.

Regards.

[Your Name]  
[Address]