**To**

**[The Recipient(s)]**

**Re. Warning for Not Following SOPs for PPEs**

Dear Employees,

I am [name], the Assistant HR Manager, from the Department of Human Resources. Our department takes time to look into the compliance of employees with the Standard Operating Procedures (SOPs) prescribed by the administrative body of the company. The employees need to follow the given SOPs as it maximizes the company’s capacity to work under healthy and secure conditions. A company is considered responsible for the non-implementation of SOPs that can potentially result in unhealthy working conditions. Not following SOPs not only puts harm on the person doing but its risk can spread to other people as well.

One of the SOPs is wearing Personal Protective Equipment (PPE) during work on the site areas and construction supervision. Our company follows a strict policy of wearing PPE at work. Non-compliance with the policy of wearing PPE can disrupt work by putting you at a higher risk of getting injured or sick. Therefore, the company has adopted a strict policy and thus, asks its employees to wear PPE. Wearing PPE is one of the fundamental SOPs to follow at work at construction sites.

Our business mainly deals with the construction of governmental and non-governmental projects including building tall buildings for condos, commercial markets, bridges, and roads. Therefore, we deem it extremely important for all to wear PPE. A construction supervisor is responsible for the execution and implementation of all the protocols important at construction sites. These SOPs should be followed by the workers directly involved in the construction labor and indirectly involved by looking after the work in progress.

On [date], the General Manager of Construction Duct (GMCD) made an uninformed visit to the site area of construction of [name of the building under construction] in [point toward the location of the site]. He noticed that most of the workers did not wear the PPE required for the construction of the building, employees involved in the supervision of the construction projects, and occasional visitors.

The executive issued a notice of warning attached to this letter for not complying with the PPE SOPs. Thus, any activity coming from the breach of the SOPs policy especially wearing PPE shall not be tolerated and the concerned official shall be liable and held responsibly. The concerned authorities can face severe administrative penalties in case of further non-compliance.

We are looking forward to a letter of explanation and promise for adhering to the SOPs for wearing PPE in the future. For more, contact HR Management Section on [call number] and [email number]. Thank you.

Regards,

[Name]  
[Designation]