**To**

**[The Recipient(s)]**

**Subject: Warning Letter for Not Wearing PPE**

Dear [Last Name],

On a recent visit to the [name of the site], where a building for the project no. [##] is under construction, it is noticed that the workers do not comply with the company’s policy of wearing Personal Protection Equipment (PPE) at work.

Not wearing PPE can be harmful and can cause serious injuries. To avoid any potential harm and make the work less hazardous, it is important to stay under the cloud of protection by wearing PPE prescribed by the company’s Resource Management Section. Workers are seen as unaware of the proper use of PPE at work, therefore, they deem it unimportant to wear.

However, not using PPEs at work like gloves, safety glasses, and shoes can be hazardous not only for the workers but also for the people surrounding them as hazards carry widespread effects.

I would appreciate it if nothing much happens in the future. Strict compliance with the SOPs to wear PPE shall be appreciated, otherwise, certain penalties will be considered including fines and demotion. A list of SOPs to work in the site area of construction is attached for your convenience and information.

Thank you.

Truly,

[Signature]  
[Name]  
[Designation]  
[Company]