**[Your Company Letterhead or Name]**

**Date:** [Insert Date]

**To:** All Employees

**Subject:** Policy Reminder – Mandatory Use of Personal Protective Equipment (PPE)

Dear Team,

This letter serves as an official reminder regarding the company’s strict policy on wearing personal protective equipment (PPE) while working on the factory floor. Any worker who enters the manufacturing area without the proper personal protective equipment (PPE) will be fined. Repeated violation of the policy may also result in termination.

This policy is in place to prevent injuries and maintain a safe working environment for all employees in the factory. Your safety is our top priority. We, therefore, urge everyone to comply without exception.

Looking forward to your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]