**[Your Company Letterhead or Name]**

**Date:** [Insert Date]

**To:** All Employees

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

Dear Team,

This is to bring to your attention the importance of adhering to our strict PPE policy when working at the construction site. It has come to our attention that our laborers have been working without protective gear, thereby violating our policy.

As the construction supervisor, it is your responsibility to ensure that all personnel follow our safety policies. Effective immediately, you must monitor and enforce the use of personal protective equipment (PPE) among all on-site workers. Please be reminded that the company will hold you accountable for any negligence or non-compliance in the future.

Your cooperation in maintaining a safe work environment is expected and appreciated.

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