**[Your Company Letterhead or Name]**

**Date:** [Insert Date]

**To:** All Employees

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

Dear Team,

We are writing in the aftermath of the incident that occurred on Wednesday, 23rd March, in Lab 2, involving a chemical spill. We have been informed that you were not wearing your lab coat at the time of the incident. This violation of our PPE policy could have had dire consequences.

As a reminder of our PPE policy, you are advised to ensure that you are wearing the following at all times during your lab visits:

1. Lab coat
2. Safety goggles
3. Latex gloves
4. Face shield
5. Closed-toe shoes
6. Hair net
7. Arm guards
8. Shoe covers

Failure to comply in the future will result in disciplinary action as outlined in our employee handbook. Kindly maintain a safe work environment for yourself and your colleagues.

Thank you for your attention to this matter.

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