DATE

To

[Recipient Name]

Dear Luke,

How are you?

I hardly see you at work these days. It seems like you are very busy these days. I have been looking around for you. I wanted to touch base with you regarding some safety concerns that I raised at the last meeting. Not just the meeting, I even emailed you. Unfortunately, I never heard back from you, and neither did I see any improvements.

As you know we are working with very toxic chemicals and dangerous equipment every day. It calls for a lot of health and safety measures. This is not just the requirement of the department but also the compilation of the policies and rules of the industry.

As the manager, I must ensure that my subordinates work in safe environments. But it is very hurting for me to see that no security measures have been taken so far. If our employee falls sick due to such lacking, it will be a huge loss for the person as well as the company.

Many Thanks