To

Michael Holding  
Manager  
The Best Bakers

From:

Anderson  
Director, Michigan Food Authority  
  
11-04-20XX

Subject: Warning letter for repetitive safety non-compliance

Dear Johnson,

This letter is being written to you as a reprimand for your repetitive misconduct. Undersigned paid a surprise visit to your bakery. He found that all the sales staff while packing and filling up different stuff, have not covered their mouths with the masks. They were also found not wearing gloves, thereby breaching the safety rules set by food authority.

Michigan Food Authority has issued strict instructions in this regard and those who are being found neglecting the instructions will be dealt with accordingly. You were, as the manager of the bakery, supposed to make your employees abide by all the safety measures including personal safety but you have been found non-complying with the safety rules. This kind of behavior is not acceptable at all.

During the early visit of undersigned, your staff was found doing the same, and thereafter, you attended a meeting on 01-04-20XX with the undersigned. In that meeting, you were provided with guidelines to improve your hygienic environment and overcome the safety problems. On 10-04-20XX, you were called for another meeting and again you were informed that your behavior is not satisfactory as you are not abiding by the laws set by food authority. There you were warned verbally.

As a result of the final visit of undersigned, it has been indicated clearly that you are not willing to improve your behavior and therefore, inviting a strict action against yourself. Remember it will have an adverse effect on your reputation if in case, an action is taken against your bakery.

You are hereby being issued a final warning letter to improve the hygienic and safety conditions of your bakery. Any further violation will liable you to be dealt with strictly. I hope you will now comply with the safety guidelines.

Yours sincerely,

Anderson,  
Director, Michigan Food Authority.