To: The Faculty and Staff Members of all Ranks, Nibal textiles.

From: The Manager, Nibal Textiles.

Date: 20th July 20XX

Subject: Warning Note for Not Following the SOPs

Dear Nibal Family,

It has been observed lately that the staff members of the company are not taking proper care to follow the indicated SOPs especially wearing facemasks within the premises of the company. It has been strictly notified by the Director and the CEO of the company observing the employees not wearing facemasks. It is extremely disappointing watching such a situation of ongoing turmoil of COVID 19 and the triggered risk of life.

The implementation of Standard Operating Procedures has been intensely obstructed by the non-serious behavior of the employees in the shape of not wearing masks within the company. Following SOPs ensures one’s own safety and less exposure to the contamination with the disease.

It is warned to the employees that not wearing face masks in the premises of the company can hit them with the serious penalties along with $500 as fine. It may also hit the employees with deduction in their salaries or temporary suspensions and termination as would be decided by the company authority.

I hope you will follow all the SOPs for working in the office strictly and will leave no loophole to get things to go objectionable. Your health is important for us and a top priority. Take good care of yourself and your family by following the greatly needed precautions to get through this difficult time of the pandemic. It will ensure not only your safety but also others and protecting others with ourselves make us human.

Thank you.

Sincerely,

Signature