Date:

To

[The Recipient Name]

**Re. Warning for Safety Rules Violation**

Dear [NAME], according to the OSH Act, employers are held liable for the violations of the safety rules and any hazards experienced by the employees. This letter seeks into the violation observed by the National Security Council (NSC) inspection team who visited your company on [DATE]. Employees’ health and safety should be a top priority for the employers and must demonstrate this explicitly in the policies of the safety regulations designed by the company.

Violation of safety rules comes under the infringement of Employees Safety Rules at Workplace Laws (2017) specifically. Therefore, it is important to look into the problems witnessed by the NSC team and their recommendations.

On [DATE], NSC visited your company [NAME] and found the following safety rules violations:

1. There were no tags on the machines and instruction pads on how to use them and other safety measures while using them
2. There were no safety costumes for the workers who work in the kiln and operate the broiler
3. Moreover, most of the staff use their regular clothes while working with the machines without considering it important to change their costumes, sleepers, and wear caps
4. Your workers were found eating and drinking in the no-eating zone where medicines are given final processing.

The above-mentioned four points have been mentioned by the NSC team and their pictures have been enclosed as proof. You are required to restore all the safety rules according to the safety rules guide provided. Please read out the guide properly and ask for anymore if needed at [EMAIL].

The next NSC visit shall be without notice and further violation of the safety rules shall result in the sealing of the sensitive zones of your company. To avoid any unpleasant constraints, you are advised to restore the safety regulators. Thank you.

Regards,

[Your Name]  
[Designation