**[Your Company Letterhead or Name]**

**Date:** [Insert Date]

**To:** All Employees

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

Dear Team,

I am writing to discuss with you the importance of wearing personal protective equipment (PPE) in the construction industry. Yesterday, on March 21st, you were observed working without PPE in Zone X. Please be reminded that this constitutes a direct violation of our PPE policy and may result in disciplinary action in the future.

The company places a high value on the safety of all employees. Therefore, we take strict measures against those who violate our PPE policy. You are advised to be careful in the future and wear your PPE at all times while on the construction site.

Thank you for your attention to the matter.

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