**[Your Company Letterhead or Name]**

**Date:** [Insert Date]

**To:** All Employees

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

Dear Team,

It has been reported to management that many nursing staff members have been neglecting the hospital’s PPE policy. Please be reminded that you cannot enter the operating areas, patient wards, and diagnostic labs without complete PPE. Anyone found in violation of our policy will be subject to disciplinary action.

We advise all nursing staff to go through the PPE guidelines in the employee handbook again. Make sure you create a safe environment for yourself, your colleagues, and our patients.

Thank you for being so cooperative.

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