[Company Name]  
[Address]  
[Contact]  
[Website]

Date:

RE: Warning for not taking precautionary measure

Dear Employee [Name],

This letter serves as a formal warning letter against your violation of not wearing the Personal Protective Equipment (PPE) as per the company's regulations. A notice on basic PPE was generated to everyone on Date: *[Mention the date].*

This notice was under the title of "Personal Protective Equipment Policy". It clearly stated the rules of safety and precautions to be followed. It abided that every employee must wear protective equipment which are issued by the company so he/she can take reasonable care for his/her health. These protections are for the employee's own good as it ensures the security against any hazard, injury, or infection of any kind.

This letter further notifies that if misconduct like this is ever observed by your side, then the authorities will not hold back from generating a disciplinary action against you. Hence, you are requested to re-read the company's notice against basic PPEs and adhere to the rules abided by the company. You are also requested to observe the safety precautions since you are working in a hazardous and non-safe environment.

We hope a positive response from your side.

Yours Sincerely,  
[Your Name]