

**Date:** [Insert Date]

**To:** [Contractor Name/Company Name]

**Attention:** [Site Supervisor Name]

**Project:** [Project Name/Address]

**RE: FORMAL WARNING - OBSTRUCTION OF FIRE EXITS**

Dear [Contact Name],

This letter serves as a formal warning regarding the safety violations observed at the aforementioned site on [Date] at [Time].

It was noted that your personnel/equipment were blocking designated fire exits and emergency egress routes in the following areas: [List Specific Locations].

Blocking fire exits is a serious breach of health and safety regulations and poses a significant risk to the occupants of the building. Under our safety agreement, all emergency exits must remain clear and accessible at all times during renovation work.

**Immediate Action Required:**

- Clear all obstructions from fire exits and hallways immediately.
- Ensure all materials, debris, and tools are stored within designated work zones.
- Brief all staff and subcontractors on the importance of maintaining clear emergency routes.

Failure to rectify this situation immediately or any further instances of non-compliance may result in a formal work stoppage, financial penalties, or termination of your contract.

Please acknowledge receipt of this letter and confirm that corrective actions have been taken.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]