

Date: [Insert Date]

To: [Recipient Name/Department]

From: [Your Name/Safety Department]

Subject: WARNING: Failure to Maintain Safe Pedestrian Walkways

Dear [Recipient Name],

This letter serves as a formal warning regarding the failure to maintain safe pedestrian walkways in [Insert Specific Area/Location]. During a recent inspection conducted on [Insert Date], the following safety violations were identified:

- [Insert Violation, e.g., Obstructions/Debris in path]
- [Insert Violation, e.g., Uneven surfaces or trip hazards]
- [Insert Violation, e.g., Improper lighting or lack of clear marking]

These conditions pose a significant risk of trips, falls, and injuries to employees, visitors, and the general public. Maintenance of clear and safe walkways is a mandatory requirement under our internal safety policies and [Insert Applicable Regulation, e.g., OSHA] standards.

Required Actions:

You are required to take the following corrective measures immediately:

1. Remove all obstructions and hazards from the identified walkways.
2. Ensure all walking surfaces are level and free of defects.
3. Verify that all pedestrian paths are clearly marked and adequately illuminated.

A follow-up inspection will be conducted on [Insert Follow-up Date]. Failure to rectify these hazards or repeated non-compliance may result in further disciplinary action or legal penalties.

Please acknowledge receipt of this warning by signing below and returning a copy to the Safety Department.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

Acknowledgment of Receipt:

Signature: _____ Date: _____