

Date: [Insert Date]

To: [Insert Name of Responsible Person/Department]

From: [Insert Your Name/Department]

Subject: Formal Notice of Health and Safety Violation: Blocked Fire Exits

Dear [Insert Name],

This letter serves as a formal notification regarding a serious health and safety violation observed at [Insert Location/Building Address] on [Insert Date and Time].

It has been noted that the following fire exits are currently obstructed:

- [Insert Location of Exit 1, e.g., North Stairwell Door] - Blocked by [Insert Obstruction, e.g., cardboard boxes]
- [Insert Location of Exit 2] - Blocked by [Insert Obstruction]

Blocked fire exits represent a major breach of workplace safety regulations and fire codes. These obstructions prevent safe egress during an emergency and pose a direct threat to the lives of all occupants in the building.

Required Action:

You are required to clear all obstructions from these exit paths immediately. Fire exits and emergency escape routes must remain clear, accessible, and unlocked at all times during building occupancy.

A follow-up inspection will be conducted on [Insert Date/Time] to ensure compliance. Failure to rectify this situation immediately may result in [Insert Consequence, e.g., formal disciplinary action or reporting to local fire authorities].

Please acknowledge receipt of this letter and confirm when the exits have been cleared.

Regards,

[Your Signature]

[Your Printed Name]

[Your Job Title]