

Trespassing Warning Email for Employees or Contractors

Subject: Reminder and Warning About Restricted Areas

Dear Team Member,

This is a reminder and warning regarding unauthorized access to restricted areas within the [company/facility] premises. It has come to our attention that you recently entered [restricted area] without authorization.

For safety and compliance reasons, employees and contractors must only access areas assigned to them. Any further violation may result in disciplinary action, including termination of contract or employment.

Please acknowledge receipt of this message and ensure compliance moving forward.

Sincerely,

[Manager's Name]

[Position]

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