Date: [Insert Date]

To: [Employee Name]
Employee ID: [Insert ID]
Department: [Insert Department]

Subject: Warning Letter for Violation of Safety Protocols

Dear [Employee Name],

This letter serves as a formal warning regarding your failure to comply with the company's established safety protocols. On [Date of Incident], it was observed that you were in violation of the following safety rule(s):

[Insert specific description of the violation, e.g., failure to wear Personal Protective Equipment (PPE), operating machinery without authorization, or bypassing safety guards].

Safety is a core priority at [Company Name]. Your actions not only put your own well-being at risk but also jeopardize the safety of your colleagues and the integrity of our operations. Such conduct is a direct violation of the Employee Handbook and our safety policy.

Required Corrective Action:
You are required to strictly adhere to all safety procedures moving forward. You must attend a mandatory safety retraining session scheduled for [Date/Time] at [Location].

Please be advised that further violations of safety protocols may lead to more severe disciplinary action, up to and including termination of employment.

A copy of this letter will be placed in your permanent personnel file.

Sincerely,

[Your Name]
[Your Title]
[Company Name]

Employee Acknowledgment:

I acknowledge that I have received this warning and understand the safety expectations required of me.

Signature: _____ Date: _____